A.P. POLICE
STATION HOUSE MANAGEMENT
MANUAL
Part - I
Volume - II B

{G.O.Ms. No. 19 Home (Legal II) Dept. dt. 14.02.2017}

GOVERNMENT OF ANDHRA PRADESH
Police Department
Amaravathi - 522 020

Implementation of Telugu Language in all proceedings including Courts vide G.O.Ms.No.485 Home (Courts-B) Department dt: 29.03.1974.

Implementation of Telugu language in maintaining Police Station records vide G.O.Ms.No.1515, General Administration (OL & SR-II) Department, dt: 22.12.1966.

FORMATION OF DISTRICTS IN ANDHRA PRADESH

(Andhra State was carved out of Madras State on 1st October 1953. Aandhra Pradesh was carved out on 1st November 1956 with Telangana Districts. Seperate state of Andhra Pradesh was carved out on 2nd July 2014)

Name of the District	**Year**
Cuddapha	1808
Kurnool	1858
Anantapoor	1882
Guntur	1904
East Godavari	1904
Chittor	1911
West Godavari	1925
Prakasham	1970
Ranga Reddy	1978
Vizianagaram	1979

NANDURI SAMBASIVA RAO, IPS,
Director General of Police,
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Dt : 16.03.2017.

FOREWORD

The Andhra Pradesh Police Manual in four volumes approved by the Government on 14th Feb, 2017 enables all the Police Officers to perform their tasks with clarity and precision. The revision was taken up on the orders of the Government of AP by Sri S. Umapathi, IPS (Retd.), IGP with the help of Sri K. Sudhakar, SP (NC) (retired) in a meticulous manner incorporating all the new Acts, Rules, guidelines, MHA Circulars, Apex Court directions and other Government orders.

The four volumes for convenience are named as :-

1. AP Police Administrative Manual (Part-I, Vol - I)
2. AP Police Investigation Manual (Part-I, Vol - IIA)
3. AP Police Station House Management Manual (Part-I, Vol - IIB) and
4. AP Police Specialised Units Manual (Part-I, Vol - III)

The thrust has been to ensure proper functioning of all Police Stations, Circles, Sub-Divisions, Districts, Units and Commissionerates with certain Key Performance Areas (KPAs) and measurable indicators. Standard Operating Procedures (SOPs) in respect of important crimes enables Officers not to miss any legal step in the investigation of cases for improving our conviction rate. Detailed Cyber Crime investigation procedures mentioned in the Investigation Manual is a ready reckoner for all officers which is extremely useful in this Cyber era. Every SHO should learn the nomenclature and the way to investigate Cyber Crime, SC/ST Crime, Juvenile Crime and other Specialized Crimes and the way to process file for payment of victim-witness compensation under various schemes of the Government for rending speedy Justice.

The Chapter on Police Welfare, new Chapters on Police Computers and Standardization, Safe City Concept, Road Safety and District Police Office do spell out the requisite mandate for the officers and staff.

I am sure that the new Manual of 1st Edition will enhance our image with the desired pro-people, pro-women and pro-children approach in the service delivery.

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FOREWORD

The AP Police Manual is the main reference book as well as a valuable guide for all Police officers, for their day to day work. It is a compilation of all new Acts, recent legislations, amendments, procedures, guide lines and circulars which are required for proper Justice delivery, for prevention, detection and investigation of crime, maintenance of public order etc.

The existing Police manual was published in February, 2002 and ever since, several Cr.PC, IPC, Evidence Act amendments have come into force including new Acts such as POCSO Act 2012, SC/ST Amendment Act, 2015, Juvenile Justice (CPC) Act, 2015, amendments to Unlawful Activities (Prevention) Act in 2014, Information Technology Act, 2008 and plethora of other amendments came into effect necessitating a revision. Several new technologies, Cyber forensic laboratories, Cyber Crime investigation tools, social media monitoring tools, etc., have become available to the Police Officers. The Police is facing new economic crimes like multi-level marketing, FICN cases, Organized criminal activities like Human Trafficking, Drug Trafficking, Cyber Crimes and transnational terrorism. All this resulted in issuing several orders by the Government and by the Chief Office from time to time which need to be codified.

The earlier revision of APPM was carried out by Sri. K.Vijaya Rama Rao, IPS (Retd), former Director CBI, New Delhi, which was a revision of 1912 Madras Police Manual. A need was felt to revise the APPM incorporating all the new and amended legal provisions, Government of India advisories, State Government G.Os, Chief Office Circulars, other related Circulars of Accounts Branch, Chairman SLPRB, etc. The Government of AP accordingly entrusted the onerous task of revising the Police Manual to an experienced, law knowing Police Officer Sri S.Umapathi, IPS (Retd.) former IGP, CID AP. He redrafted the entire Manual incorporating the latest legislations, Acts, Circulars, Advisories and Government Orders, new proformas, District profiles with new chapters like PCS & S, Road Safety, Safe City and District Police Office. The Cyber Crimes, Standard Operation Procedures on heinous crimes, relevant Supreme Court Judgments have been put in place for ready reference.

For the convenience of users, the Manual is being published in four volumes viz :

1) The AP Police Administrative Manual dealing with Police Structure, Administration, key performance areas of Officers, disciplinary matters, recruitment and training.
2) The AP Police Investigation manual (Called APPM Part I, Vol -II (A) elaborates FIR to Charge sheet to Trial Monitoring, including Standard Operation Procedures.
3) The AP Police Station House Management Manual called APPM Part-I, Vol-II (B) containing Station House routine, service delivery etc.
4) The AP Police Specialized Units manual (APPM Part I Vol.III) revised with four new Chapters.

For this phenomenal work , the Police Department is greatly indebted to Sri.S.Umapathi, IPS (Retd) for undertaking this task and to Sri K.Sudhakar SP (NC) (Retd) who assisted him from the beginning without expecting any remuneration. I also place on record the contribution made by Sri. U. Rama Mohan Rao, SP (NC) Cyber PS in drafting a detailed SOP on Cyber Crimes and investigation techniques. I place on record the role of S/Sri M. Saravan Kumar, Chief Legal Advisor, CID AP, C.C.Subramanyam, Director of Prosecution of Government of AP and M.Naga Raghu, Chief Legal Advisor, AP DGP Office for their valuable inputs. The role of S/ Sri S.Sesibhushana Rao, SP (NC) Intl., Department, Md. Riyaz, ID Assistant, Intl. Dept., Smt. G. Usha Rani, Data Entry Operator, O/o DGP, AP and Sri P.Charvaka, ' page maker' and M. Srinivas of Sri Lakshmi Prasanna Printers, Hyderabad is worth mentioning for their contribution in making the dream come true. I would like to thank the SsP / CsP and ADGPs who have contributed in providing timely in puts in updating the manual.

I am sure that the newly revised Manual will prove to be a useful ready reference book for the Police Officers, prosecutors and for other Departments affiliated to criminal Justice system.

16/7

J.V.Ramudu, IPS,
Director General of Police,
Andhra Pradesh.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Revised Andhra Pradesh Police Manual– Approved – Orders – Issued.

HOME (LEGAL.II) DEPARTMENT

G.O.MS.No. 19 Dated: 14-02-2017

Read the following :-

1. G.O.Ms.No.308, Home (Police.D) Department, dated :09.02.1960.
2. G.O.Ms.No.201, Home (Police.C) Department, dated :08.09.2001
3. From the Director General of Police, Andhra Pradesh, Hyderabad, Lr.No.2380/C3/2016, dated: 16.07.2016.

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ORDER :-

The Revised Andhra Pradesh Police Manual submitted by the Director General of Police, Andhra Pradesh, Hyderabad in four volumes i.e. Volume-I, Volume-II(A), Volume II (B) and Volume III, containing Annexures and Forms, in the letter 3rd read above, is approved subject to the following conditions:-

i. The Manual does not supersede any statutory rules, Service Rules, regulations and other orders issued by the Government from time to time and if there is any contradictions or conflict, the latter will prevail.

ii. The Manual does not vest Police officers with any powers of arrest, detention, investigation of crime etc. not specifically conferred by the Criminal Procedure Code, Indian Penal Code or other central or State laws on the subject for the time being in force.

iii. The Manual envisages only guidelines, procedures in accordance with the provisions of laws, Acts and Rules for all Police officers.

iv. No financial or other claim liability will be accepted on the authority of the Manual.

v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned / created on the strength of this manual. The Director General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General of Police, Andhra Pradesh, Hyderabad will get the Manual printed with private printers following due procedure as the Director General of Police office press does not have requisite technology and capacity as stated by the DGP. The Printed Manual shall be distributed to all the concerned up to Police Station level & with 50 spare copies for Government reference.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R. ANURADHA

PRINCIPAL SECRETARY TO
GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Police – Revision and up-dation of Andhra Pradesh Police Manual (Volume – I and II Old) by the Director General and Inspector General of Police – Revised Andhra Pradesh Police Manual – Approved – Orders – Issued.

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v. No posts of any category in Andhra Pradesh Police Service and Andhra Pradesh Police Sub-Ordinate Service will be sanctioned/ created on the strength of this manual. The Director General and Inspector General of Police will submit detailed proposals for the purpose, if any required separately for approval of Government.

2. The Director General and Inspector General of Police, Andhra Pradesh, Hyderabad will get the Manual printed in sufficient number of copies in Inspector General of Police Press and distribute to all the concerned upto Police Station level with 50 spare copies for Government reference. Spare copies may also be made available for sale to public and others concerned by prescribing a reasonable and affordable price.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHARATH CHANDRA,

PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director General and Inspector General of Police,

Andhra Pradesh, Hyderabad.

/// FORWARDED: BY ORDER ///

Sd/-

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

BOOKS AND PUBLICATIONS – THE ANDHRA PRADESH POLICE MANUAL COMPILED BY INSPECTOR-GENERAL OF Police – APPROVED SUBJECT TO CERTAIN CONDITIONS.

(G.O Ms. No. 308, Home (Police-D) Department, dated, 9th February, 1960.)

Read the following :

From the Inspector General of Police, Letters Rc. No. 496/A/58, dated: 09-07-1959, 21-10-1959 and 18-12-1959.

* * *

ORDER:

The draft Andhra Pradesh Police Manual (Parts I and II) submitted by the Inspector General of Police, with the correspondence cited, is approved subject to the following conditions:

1. The Manual does not supersede any statutory rule, service rules or other orders issued by the Government from time to time, and if there is any conflict, the matter will prevail:
2. The Manual does not vest Police Officers with any powers of arrest, detention, investigation of crimes, etc., not specially conferred by the Cr.PC., IPC or other Central or State laws on the subject; and
3. no financial or other claim or liability can be accepted on the authority of the manual.

2. The Inspector – General of Police will arrange to get the Manual printed by the Director of Government Printing and distribute copies to all concerned, with twelve spare copies for Government reference.

(By Order and in the name of the Governor)

V.RAJESWAR RAO
Secretary To Government

To
The Inspector-General of Police, Hyderabad
/True Copy/

ABBREVATIONS

Short Form	Full Form
ACB	Anti-Corruption Bureau
ACP	Assistant Commissioner of Police
ACR	Annual Confidential Report
Addl. PP	Additional Public Prosecutor
Addl.CP	Additional Commissioner of Police
Addl.DM	Additional District Magistrate
Addl. SP	Additional Superintendent of Police
AD	Assistant Director
ADJ	Additional District Judge
ADGP	Additional Director General of Police
AG	Advocate General
AHTU	Anti Human Trafficking Unit
ALA	Assistant Legal Advisor
ANPR	Automatic Number Plate Recognition
AO	Administration Officer / Accounts Officer
AOP	Armed Out Post
APAT	Andhra Pradesh Administrative Tribunal
APEPDCL	AP Eastern Power Distribution Company (HQ Vishakhapatnam)
APP	Assistant Public Prosecutor
APPA	Andhra Pradesh Police Academy
APPM	Andhra Pradesh Police Manual
APPS	Andhra Pradesh Police Service
APPSC	Andhra Pradesh Public Service Commission
APSLSA	Andhra Pradesh State Legal Services Authority
APSP	Andhra Pradesh Special Police
APSPDCL	AP Southern Power Distribution Company (HQ Tirupathi)
ASC	Anti Sabotage Check
ASL	Advance Security Liason
ATP	Ananthapuramu
BSF	Border Security Force
BOT	Build Operate and Transfer
BP Car	Bullet Proof Car
BPR & D	Bureau of Police Research and Development
BTC	Battalion Training Centre
CAT	Central Administrative Tribunal
CJM	Chief Judicial Magistrate

CIO	Central Intelligence Officer
CL	Casual Leave
CLA	Chief Legal Advisor
CM	Chief Minister
CPRO	Chief Public Relation Officer
CS & VO	Chief Security and Vigilance Officer
CSO	Chief Security Officer
CBI	Central Bureau of Investigation
CC No.	Court Calendar Number
CCF	Chief Conservator of Forests
CCRB	City Crime Records Bureau
CCS	Central Crime Station
CCTNS	Crime Criminal Tracking Network and Services
CCTV	Close Circuit Tele Vision
CD	Case Diary
CD	Compact Disc (Computer language)
CDTS	Central Detective Training School
CHIO	Chief Immigration Officer
CI	Circle inspector of Police
CICL	Child In Conflict with Law
CID	Crime Investigation Department
CISF	Central Industrial Security Force
CMT	Commandant
CNCP	Child in Need of Care and Protection
CP	Commissioner of Police
Cr.PC.	Criminal Procedure Code,
CRDA	Capital Region Development Authority
Crl. R.P.	Criminal Revision Petition (Dealt by P.P High Court)
CRPF (COBRA)	Central Reserve Protection Force (Commando Battalion for Resolute Action)
CRPF	Central Reserve Police Force
CRZ	Coastal Regulation Zone
CSPS	Coastal Security Police Station
CTC	City Training Centre
CTR	Chittoor
CVC	Command Viewing Center
	Chief Vigilance Commissioner

CWC	Child Welfare Committee
CWO	Child Welfare Officer
CWPO	Child Welfare Police Officer
DA	Dearness Allowance
DAR	District Armed Reserve
DCP	Deputy Commissioner of Police
DCPO	District Child Protection Officer
DCPU	District Child Protection Unit
DCRB	District Crime Records Bureau
DC	Dossier Criminal
DFO	Divisional Fire Officer
DFO	Divisional Forest Officer
DFMD	Door Frame Metal Detector
DFPU	District Finger Print Unit
DGP	Director General of Police
DIG	Deputy Inspector General of Police
DIR	Domestic Incident Report (Filed under PW Domestic violence Act)
DJ	District Judge
DLSA	District Legal Service Authority
DM	District Magistrate (District Collector with magesterial powers)
DNA	De-oxyribo Nucleic Acid
DoP	Director of Prosecutions
DPS	Detective Police Station
Dy SP	Deputy Superintendent of Police
DTC	District Training Centre
DTRB	District Traffic Records Bureau
DVD	Digital Video Disc.
DVR	Digital Video Recorder
ECIR	Enforcement Crime Information Report (filed by Enforcement Directorate)
ECNR	Emigration Check Not Required
E-COPS	Electronic Computer Operations of Police Services
EG	East Godavari
EL	Earned Leave
FICN	Fake Indian Currency Note
F.I.R	First Information Report

FIU	Financial Investigation Unit (New Delhi)
F.R	Final Report (Submitted Under sec. 173 Cr.PC)
FP	Finger Print / Foot Print
FRO	Foreigners Registration Officer (SP or CP)
FRRO	Foreigners Regional Registration Officer
GP	Government Pleader
GPF	General Provident Fund
GRP	Government Railway Police
GTR	Guntur
GVMC	Greater Visakha Municipal Corporation
HHMD	Hand Held Metal Detectors
IAS	Indian Administrative Service
IB	Intelligence Bureau
IFoS	Indian Forest Service
IFS	Indian Foreign Service
IGP	Inspector General of Police
Int.	Intelligence
INTERNET	INTERconnected computer NETwork
IPS	Indian Police Service
IRBN,	Integrated Reserve Battalion
IRF	Interim Relief Fund
IT Department	Income Tax Department
J J (CPC) Act	Juvenile Justice (Care and Protection of Children) Act
JD IMM	Joint Director Immigration (New Delhi)
Jt. CP	Joint Commissioner of Police
KD	Known Depredator
KDP	Kadapa
KI	Krishna
KRNL	Kurnool
L & O	Law and Order
LOC	Look Out Circular (Issue by JD Immigration)
MACT	Motor Vehicle Accidents Claims Tribunal
MC	Medical Certificate
MC No.	Miscellaneous Case No. (of executive magistrate such as RDO/ MRO Offices)
MCR	Monthly Crime Report
MCS	Money Circulation Scheme
MEA	Ministry of External Affairs

MHA	Ministry of Home Affairs
MJp	Medical Jurisprudence
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
	Medico Legal Case
MLM	Multi - Level Marketing
MMS	Multimedia Messaging Service
MO	Modus Operandi / Medical Officer
MOEF	Ministry of Environment and Forest
MOU	Memorandum of Understanding
MP	Member of Parliament
MR	Monthly Report
MSJ	Metropolitan Sessions Judge
MTO	Motor Transport Officer
MVI	Motor Vehicle Inspector
NBW	Non Bailable Warrant
NCB	Narcotics Control Bureau
NCC	National Cadet Corps
NCRB	National Crime Record Bureau
NDPS	Narcotic Drugs and Psychotropic Substances
NDRF	National Disaster Response Force
NGO	Non Government Organisation
	Non Gazetted Officer
NHRC	National Human Rights Commission
NIA	National Investigation Agency
NLR	Nellore
NSG	National Security Guards
OCTOPUS	Organization for Counter Terrorist Operations
OE	Oral Enquiries
OFC	Optical Fiber Cable
OP	Out Post
OSD	Officer on Special Duty
PS	Police Station
PESO	Petroleum, Explosives and Safety Organization
PGOE	Protector General of Emigrants
PKM	Prakasham
PM	Prime Minister
PME	Post Mortem Examination

PMG	Police Medal for Gallantry
PO	Protection Officer (under Domestic Violence Act)
POCSO ACT	Protection of Children from Sexual Offences Act.
POE	Protector of Emigrants
PP	Public Prosecutor
PPM	President's Police Medal
PRC No.	Pre Registered Case Number
PRC	Police Research Centre
PRO	Public Relations Officer
PSO	Police Standing Order
PTC	Police Training College
PTO	Police Transport Organization
PTS	Police Training School
PT Warrant	Prisioners Transfer Warrant
R.O.	Relationship Officer
RAF	Rapid Action Force
RBI	Reserve Bank of India
RCN	Regular Criminal Number
RCN	Red Corner Notice (issued by interpol)
RC No.	Refer Cases No. (courts)
RCRB	Railway Crime Records Bureau
RI	Rigorous Imprisonment / Reserve Inspector
RJY	Rajahmundry
RPF	Railway Protection Force
S.I.T	Special Investigation Team
SAR	Special Armed Reserve
SC No	Sessions Case Number
SCT	Stipendary Cadet Training
SDM	Sub Divisional-Magistrate (Revenue Divisional Officers)
SDPO	Sub Divisional Police Officer
SEBI	Securities and Exchange Board of India
SHRC	State Human Rights Commission
SI	Sub Inspector / Simple Imprisonment
SJPU	Special Juvenile Police Unit
SKLM	Srikakulam
SLL	Special and Local Laws
SLPRB	State Level PoliceRecruitment Board

SMS	Short Message Service
SoC	Scene of Crime
SOP	Standard Operations Procedure
SP	Superintendent of Police
SPF	Special Protection Force
SPG	Special Protection Group
SRP	Superintendent of Railway Police
STR	Suspecious Transaction Report
SSA	Sarva Siksha Abhiyan
SVPNPA	Sardar Vallabhai Patel National Police Academy
SWAN	State Wide Area Network
TA	Travelling Allowance
TP & HP	Traffic Planning and High way Patrolling
TRANSCO	Transmission Company (APSEB)
TRG	Training
TTD	Tirumala Tirupathi Devasthanam
UT	Union Territory
u/s	Under Section
UPSC	Union Public Service Commission
V&E	Vigilance and Enforcement
VC	Vice Chairman / Vice-Chancellor (of an University)
VIP	Very Important Person
VR	Volantery Retirement
VSF	Victim Support Fund
VSP	Vishakhapatnam
VVIP	Very Very Important Person
VZA	Vijayawada
VZM	Vizianagaram
WCWD	Women and Child Welfare Department
WG	West Godavari
WP	Writ Petition (dealt by Government Pleader Home - High Court
WPC	Women Protection Cell / Women Police Constable
WPMP	Writ Petition Miscellaneous Petition (filed to obtain interim orders)
WPS	Women Police Station
WWW	World Wide Web

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Andhra Pradesh Station House Management Manual

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CHAPTER 33

586 - A Prelude to Station House Management

1. Station House Officer of a Police Station (may be of SI of Police or Inspector of Police rank) is duty-bound to :

   I. Promote and preserve public order.

   II. Investigate crimes, and where appropriate to apprehend the offenders and participate in subsequent legal proceedings connected therewith.

   III. Identify problems and situations that are likely to result in commission of crimes.

   IV. Reduce the opportunities for the commission of crimes through preventive patrol and other prescribed police measures.

   V. Aid and co-operative with other relevant agencies in implementing the prescribed measures for prevention of Crimes.

   VI. Aid individuals who are in danger of physical harm.

   VII. Create and maintain a feeling of security in the community.

   VIII. Facilitate orderly movement of people and vehicles.

   IX. Counsel and resolve conflicts and promote amity.

   X. Provide necessary services and afford relief to people in distress situations.

   XI. Collect intelligence relating to matter affecting public peace and crimes in general including social and economic offences, national integrity and security.

   XII. Register all cognizable offences brought to his notice by a complainant in person or by post or from his knowledge and take prompt steps to acknowledge registration of such offences where necessary and proceed with such investigation as is prescribed by law.

   XIII. Aid and co-operate with other agencies for the prevention of all offences and all wanton destruction of public property by violence, fire and accidents.

XIV. Prevent such conduct in public places as would prove to be dangerous for the persons indulging in such acts like overloading of boats during river crossing or spirited youngsters driving dangerously and recklessly.

XV. Guide and assist members of the public particularly the poor and indigent, disabled or physically weak and children who are either lost or find themselves helpless on the streets or other public places.

XVI. Take charge of intoxicated persons and lunatics at large who in their ignorance may cause harm to themselves or other members of the public and their property.

XVII. Assist in preventing the poor and indigent persons from exploitation by any organized group.

XVIII. Prevent harassment of women and children in public places.

XIX. Behave with all members of the public with due decorum and courtesy particularly so in dealing with women and children where strict regard should be paid to decency and reasonable gentleness.

XX. Refrain from needless inconvenience to the members of the public in the discharge of his duties.

XXI. While taking a person into custody to ensure that he is not denied his rights and privileges and in particular ensuring that an arrested person in custody is able to inform a person of his choice the fact of his detention.

XXII. Arrange for legally permissible sustenance and shelter to every person in custody and making known to poor persons in custody provisions of legal aid schemes being enforced in the State and also inform the authority concerned to provide such aid.

XXIII. Provide every kind of assistance to victims of road accidents and in particular ensuring that they are given prompt medical aid without waiting for formalities.

XXIV. Assist accident victims or their heirs or their dependents where applicable with such information and documents as would facilitate their compensation claims and making the victims of road accidents aware of their rights and privileges.

XXV. Show by personal conduct that it is in the general interest of the society to abide by the law in operation and

XXVI. Render victim - witness support

XXVII. Perform such other duties as may be enjoined on them by law for the time being in force.

2. To perform these multifarious duties, the SHO has to (i) fore-cast, (ii) plan, (iii) document, (iv) co-ordinate, (v) control and organise how to achieve the objectives set forth in law and procedures.

3. This requires human resource management and human resource development besides record work. Chapter Nos. 33 to 39 elaborate the micro action plan for SHOs and supervising officers.

4. Display of Jurisdiction (Borders) : SHO shall display the jurisdiction of th Police Station at all important National Highways, State Highways, Muncipal and Panchayath roads indicating Police Station jurisdiction (Begining / Ending) with phone numbers and police control room phone numbers.

586.B

Police Station

Public Service Delivery

Registration of cases	Prevention & Detection	Preservation of Peace & public order	Man power utilization
1. Investigation	1. Beats and Patrols	1. Binding over persons	1. Entrusting work
2. Prosecution	2. Area policing	2. Surveillance	2. Supervising work
3. Trial & Post trial	3. Police- public relations	3. History sheets	3. Team formation
4. Appeals	4. Apprehending offenders	4. Externment	4. Re-distribution of work
	5. Recovering property	5. Preventive detention	
	6. Restoration of property to owners		

Station Crime Records

Crime Records

586-1 Crime records are an integral part procedural law. Records enable Police to have criminal intelligence system without which no police organisation can function. Adjudication of crime by courts depends up on records. It is therefore, necessary that all information relating to all crimes, criminals, properties and methods of Commission of crime is collected, recorded and used on a day-to-day basis. The complexities and new forms of crime, coupled with the advancement in information technology, transport and communications have given a new dimension to crime prevention and detection. Effective anti-crime strategy of the police needs up-to-date data on crime, criminals, crime hot-spots, properties disposed and methods of recovery. The word properties should be understood in a wider sense not only to include stolen properties but also immovable properties, articles, weapons used etc. The crime, criminal information system as evolved by NCRB/enterpprise/e-COPS of AP State is applied to local conditions and practices obtaining in the State should be the basis of all records, registers, and forms to be maintained. The various categories of police stations are the points where the information for the records system is generated. They are also the end users of the system. The SHOs of all categories of police stations have to be thorough with the system so as to derive fullest benefit.

2. Crime Criminal Tracking Network (CCTN) will be replacing enterprise e-COPS which aims at data mining and data retrieval across the country of all information regarding all crimes, criminals, gangs, properties recovered, methods employed, disposals etc. to enable the police to prevent and detect offences and bring offenders to justice. It is particularly necessary in respect of the persons who have a tendency to repeat the same crime or some other crime. The system in its operation acts as a deterrence to potential and existing criminals from leading a life of crime. It helps in keeping a track of criminals as also to know the antecedents of persons. It is, if properly maintained, a useful and necessary tool as effective as any direct tools such as science and technology.

3. The criminal records indicated in this Chapter are to be maintained by all police stations.

4. From the National Crime Code book AP Police Intranet has adopted Integrated Investigation Forms 1 to 7 which constitute the basis for maintenance of

these records. The upkeep of the records either manually or in a computerised system is the primary responsibility of the police officers at all levels particularly the SHOs and the Investigating Officers. Data entry of all forms from FIR to Charge Sheet (Forms 1 to 5) have to be done on a day to day basis. e-COPS constable's help can be taken by the SHO in case of any problem.

5. The records should be maintained in the proforma devised for the purpose using the software and loaded into the computer systems. The backup arrangements should be ensured. Constant updating of the records should be done. The records indicated below should be maintained manually until such time the entire CCIS data is safely stored in appropriate computer systems in the State. The officers in charge of the records should however enter the data in the computer system provided to them while maintaining the important records manually.

6. The following orders apply chiefly to the District Police. Special orders applicable to the Railway Police are given in the Chapter on Railway Police. The records indicated in this Chapter are to be maintained by local police station and CCS for the area covered by it.

7. The crime records maintained in the police stations are confidential records with access limited to authorised officers only and to the courts when required.

Station Crime History (SCH)

587-1. To facilitate the study of crime and criminals, the Station Crime History shall be maintained in five parts in all Police stations, and Central Crime Stations.

Part I - Crime : Occurrence and Classification Register

2-A. The Part-1 (Form 75) of the Station Crime History will be known as crime occurrence and classification register. All true cases of crime coming under the classes of crime as shown in Order 588 below, reported and registered in the police station including attempts to commit these offences, should be entered in this register, in the order of their occurrence chronologically, in the following manner.

B. In making entries in this register, the classification given in the National Crime Code book should be followed. The major and minor heads referred to in the Crime Code book should be entered in column 1 of this register in addition to the other information relating to crime number, sections of law

etc. The method as described in the **National Crime Code Book** should be entered in column 8 of the register. In the event of a particular method not found in the Crime Code book but is found in the classification of crime indicated below, it should also be entered. There is no harm in first entering the method as found in the Crime Code book and adding the other classifications applicable to the case from the list given below. The crime details which are ascertained after preliminary investigation and which are incorporated in the crime details Form 76 should be entered in column 9 along with the other information. The details about the criminal or suspect should also conform to the Codebook while making entries in the columns relating to accused or suspect. The existing classification in the State, which

Crime Number, Date, Time (Day or Night) and IPC Section.	Whether uploaded in I.I.F 1 in AP Police intranet. If yes, mention date & time	Name of the Complainant	VALUE & NATURE OF PROPERTY		If recovered, whether receiver of stolen property is marked as accused or not ?	Classification as per PSO 588	Whether AP Police intranet browsed for the MO Criminals.	Any useful information respecting modus operandi or any discovery made during the investigation, including the names of the known or suspected accused with phone Nos./ Aadhar card no. with grounds of suspicion and the result of the case.	Whether such offender is a repeat offender
			Lost	Recovered					
1	2	3	4	5	6	7	8	9	10

is updated, is retained and should be followed in all entries to be made in the registers.

FORM – 75 See Order No. 587-2-A, 607-4 & 746-7

……..STATION CRIME HISTORY (PART I) FOR……..

588. Classes of Crime :

1. Adulteration: Drugs
2. Adulteration: Fertilizers and pesticides
3. Adulteration: Food products and edible oils
4. Adulteration: Unclassified
5. Agricultural implements: Theft of
6. Animal skins, tusks, horns, nails etc.
7. Antiquities
8. Archaeological sites: From
9. Art objects
10. Auger
11. Automobiles I: Cars
12. Automobiles II: Motorcycles
13. Automobiles III: Scooters
14. Automobiles IV: Three wheelers
15. Automobiles V: Trucks, Buses and Heavy Vehicles
16. Automobiles VI: Medium vehicles LCV, Minibuses and Vans
17. Automobiles VII: Road Rollers, Heavy Equipment carriers, Tippers

17A. Automobile VIII Accessories: Stereos, radios, Stepney's, wheels, horns, Lights etc.

18. Banks: Burglary
19. Banks: Diverting attention
20. Banks: Frauds
21. Banks: Robbery

21-A. Banks: Dacoity

22. Bogus shares

22-A. Bogus Certificates

23. Bogus visitors

24. Bolt hole

25. Breach of Trust Criminal I: Public Funds

26. Breach of Trust Criminal II: Unclassified

27. Breach of Trust III: Corporations

28. Bungalow

29. Bunk: from

30. Buses, Bus Stands and Running Buses: from

31. Carts: from

32. Carts: of

33. Cattle I: Buffaloes

34. Cattle II: Donkeys

35. Cattle III: Goats or sheep

36. Cattle IV: Horses

37. Cattle V: Oxen for sale or ransom

38. Cattle VI: Oxen for skin or meat

39. Cattle VII: Pigs

40. Cheating I: Bogus agent

41. Cheating II: Confidence trick or doubling notes

42. Cheating III: Gilt Jewels

43. Cheating IV: Personation

44. Cheating V: Unclassified

45. Cheating VI: Chit Funds and NBFCs

46. Cheating VII: Stock Market and Shares

47. Cheque fraud

48. Children: from

49. Children: of

50. Chisel: used

51. Clothes: Cloth bundles, readymade garments

52. Coconuts: Theft of
53. Computers
54. Computers: Components
55. Computers: Frauds
56. Computers: Hacking
57. Computers: Software
58. Counterfeit coins
58. A Computers from Vehicles
59. Counterfeit notes
60. Counters – All types of cash counters
61. Credit cards - Fraudulent use of
62. Cycle - Misappropriation of
63. Cycle - theft of
64. Cycles - from
65. Dacoity - Highway
66. Dacoity - House
67. Dacoity - Miscellaneous
68. Day house breaking
69. Dhobi - misappropriation
70. Door I: Lift of hinges
71. Door II: Lifting latch by inserting hand or implement
72. Door III: opening door not locked
73. Drugging or poisoning
74. Dynamo Belts
75. Dynamos
76. Eaves
77. Electric Bulbs
78. Electric goods other than bulbs, meters, pump-sets and starters
79. Electric Meters / Electric Transformers
80. Electric pump set: Parts

81. Electric Starters
82. Electronic goods other than computers, music systems & televisions
83. Explosive substances
84. Explosives
85. Extortion
86. Factories - from
87. Fairs and festivals
88. Firearms
89. Forest 1:Timber
90. Forest 2:Wild life
91. Forgery: cheques and Instruments
92. Forgery: documents
93. Forgery: Passports and Travel documents
94. Forgery: unclassified
95. Grain
96. Gramophones
97. Hospitals: from
98. Hostels, hotels, boarding houses: from
99. Hundi
100. Insurance: Fraud
101. Insured letters and parcels
102. Kidnapping I: Women, girls and children
103. Kidnapping II: For ransom or blackmail
104. Kidnapping III: Terrorist
105. Lanterns, torch lights, lamps
106. Laundries
107. Lock I: Breaking lock or fastening
108. Lock II: False key or picking
109. Manhole covers, Metal scrap
110. Misappropriation I: Public Funds

111. Misappropriation II: Corporate funds
112. Misappropriation III: unclassified
113. Money Laundering I: Tax Evasion
114. Money Laundering II: Drug Trafficking
115. Money Laundering III: Organized Crime
116. Money Laundering IV: Currency Frauds
117. Money Laundering V: Corruption
118. Money Laundering VI: Antiquities & cultural property
119. Money Laundering VII: Smuggling
120. Money Laundering VIII: Unclassified
121. Mosques and churches - from
122. Motor cars and parts of
123. Motor cars: from
124. Murder I: for gain
125. Murder II: contract killing or hire
126. Murder III: Terrorist
127. Music systems
128. Music: discs, tapes and records
129. Musical Instruments: of
130. Organised crime I: Contract killing
131. Organised crime II: Extortion
132. Organised crime III: Kidnapping for ransom
133. Organised crime IV: Land and Real Estate
134. Organised crime V: Prostitution
135. Organised crime VI: Gambling
136. Organised crime VII: Drug Trafficking
137. Organised crime VIII: Smuggling
138. Organised crime IX: Procurement of Arms and Explosives
139. Organised crime X: Employment rackets
140. Organised crime XI: Election Rigging

141. Organised crime XII: Unclassified
142. Other than electric bulbs, meters, electric pump sets and starters
142-A.Passport frauds
143. Photographic goods
144. Pick pocket
145. Poisoning
146. Post Offices: from
147. Postal frauds
147-A.Poultry: Thefts, robbery, dacoity, mischief pertaining to birds, eggs.
148. Radios and Transistors
149. Robbery: Highway
150. Robbery: House
151. Robbery: Hijacking of trucks
152. Robbery: Miscellaneous
153. Robbery: Train
154. Roof Hole
155. Scaling (wall or roof)
156. School - from
157. Servants
158. Sewing machines
159. Shops: from
160. Shops: shutter lifting
161. Snatching from sleeping persons
162. Snatching jewels other than from sleeping persons
163. Stolen property: Possession and receipt of
164. Stupefying drugs
165. Televisions
166. Temple: From
167. Threshold hole
168. Trafficking in Children

169. Trafficking in Women
170. Typewriters
171. Unclassified
172. Vessels
173. Wall hole
174. Watches, clocks and time-pieces
175. Water meters
176. Window I: Bars removed or bent
177. Window II: Frame removed
178. Window III: Inserting hand or stick
179. Wire
180. Wire from electrical transformers
181. Online cheating / frauds

589. The above list should be read as part of the classification in the National Crime Code book. Wherever the meaning of the entry in the above list and that of the National Crime Code book is similar, the language used in the National Crime Code book should be used. Wherever any of the above entry is not found in the Code book the entry as in the above list should be used. The entries in this register should be made at every stage and the integrated investigation forms filled up by the IO and sent to the DCRB.

1. The nature of property stolen shall be detailed in column (6). If it is not a conventional property offence, the value or amount involved in cheating or misappropriation or fraud or organised crime as the case may be has to be entered. In case of offences against persons, the value of property involved and description thereof shall be noted. It must be understood that all crimes involving property and all crimes against persons involving monetary gain or loss are to be covered and recorded, apart from serious offences of murder by organised groups.

2. The classification as applicable to the entries of each case shall be noted in column (8) in the language indicated in the above classifications. If any one case falls within two or three classifications all the classifications applicable shall be noted. In column (9) any useful information shall be noted in respect of the offence including the offences against persons or any discovery made during the investigation, including the names of the known or suspected

accused, with grounds of suspicion, any peculiarity in the commission of the offence, such as the use of fire-arms or poison, and also the result of the case. A red line may be used to divide the entries relating to each lunar month taken from the full-moon day.

3. Sec. 25 of the Police Act 1861 mandates Police-officers to take charge of unclaimed property, and be subject to Magistrate's orders as to disposal. After due proclamation as per Sec. 26 of the Act 1861, the Magistrate may u/s 27 of Act 1861 order for its confiscation.

4. A few blank pages shall be reserved after the entries relating to each year, to post the annual review and analysis of crime for the year. This analysis and review shall be drawn up by the Inspector of Police having jurisdiction.

5. The word "Casual" shall be added in brackets in red ink for the entries relating to offences committed by casual offenders.

6. Cases in which investigation is refused under section 157(1)(b) Cr. PC need not be entered.

7. At every stage of investigation, charge sheet or final report, court disposal, or appeal when the Integrated Investigation Forms are filled and sent to DCRB this register should also be suitably updated.

Annual Review of Crime:

590-1. An annual analysis and review of crime shall be undertaken for each police station in the jurisdiction covered by Inspector. The main objective of the review is to undertake a critical analysis of all crimes that have occurred in the police station, the offenders responsible, the source of un-located crime, the activities of organised criminal gangs, or individuals responsible for series of crimes, the quality of preventive action and investigations, the reasons for any unusual outbreak, the specific method of dealing with them and of specific actionable methods to be followed for prevention in the coming year.

2. The review should specifically cover :

A. Critical and thorough analysis of crime and criminals, suggestions and directions to be pursued by the SHO and IOs and future plan of action.

B. Marked fluctuations of volume of crime and any special type of crime, special outbreak of crimes, activities of specific categories of criminals or criminal organisations, or organised crimes, terrorist crimes, areas affected, routes and circuit of criminal groups.

C. The probability of crimes occurring in different areas and forming a series of offences in the area of the sub-division by same gang or different gangs should be short -listed .

D. The quality of preventive action under the security sections, effectiveness of beats and surveillance as well as the specific directions regarding the future.

E. Maintenance, accuracy updating and use of criminal records system and information and criminal intelligence.

F. Application and results of use of scientific aids and fingerprints.

G. Cases charge sheeted / referred after investigation, pendency in courts, reasons for acquittals and measures for successful disposal of the pending cases and proceedings in case of Referred cases to be collected from concerned court.

H. Gang files and History sheets are to be opened on analysis.

3. The study should be thorough and methodical to discern patterns of organised crime and other crimes.

4. The annual crime reviews of the police stations should be sent to the SDPO. After his approval of the reviews these should be entered in Part I of the Station Crime History of the PS. This process should be done before the end of January each year.

Part II - Crime Charts:

591. Part II shall consist of a crime chart or charts showing village boundaries and the principal physical features of the station limits and of the adjoining areas to a distance of 10 to 15 km outside the station limits. A broad classification of the offence and the date of occurrence should be entered on the chart at the spot representing the scene of offence using the abbreviated classification symbols given below for convenience. One chart should be used for property offences and another for offences against persons if the incidence of all crimes is too heavy in the police station.

1. Class I M-Murder for gain
2. Class I MF-Murder due to faction
3. Class I MP-Murder due to political rivalry
4. Class I MC-Murder due to communal or caste

5. Class I MD-Dowry death
6. Class I MT-Murder by terrorists or organised crime
7. Class I D-Dacoity
8. Class I R-Robbery
9. Class II A-House breaking by auger hole
10. Class II B-House breaking by hole in the wall near bolt.
11. Class II E-House breaking through eaves (over wall and under roof).
12. Class II H-House breaking by man-hole in wall
13. Class II L1-House breaking by breaking or opening lock fastening
14. Class II L2-House breaking by using key to open lock
15. Class II R-House breaking by making hole in roof or through the stair case
16. Class II T-House breaking by making hole under threshold
17. Class II W-Housebreaking by removing or bending window bars or removing window frames
18. Class II M-House breaking miscellaneous
19. Class II S-Shop burglaries of all types
20. Class III A-Automobiles
21. Class III AP-Art pieces and Antiquities
22. Class III C-Cycle thefts
23. Class III E-Electronic or Electrical goods
24. Class III V-Vessel thefts
25. Class III P-Pocket Picking including pocket picking by cutting with blades
26. Class III SI-Snatching from children
27. Class III S2-Snatching from sleeping persons
28. Class III S3-Snatching other than from children and sleeping persons
29. Class III M-Thefts - not classified
30. Class IV OS-Oxen stolen for sale or ransom
31. Class IV OK-Oxen killed for sale of skin
32. Class IV G-Goats or sheep stolen
33. Class IV M-Miscellaneous cattle thefts
34. Class V-Receiving stolen property
35. Class VI C-Cheating

36. Class VI F-Forgery and or financial frauds
37. Class VI M-Misappropriation and criminal breach of trust
38. Class VII-Making or passing the coin and notes
39. Class VIII A-Abduction
40. Class VIII AR-Arson
41. Class VIII C-Communal/Religion
42. Class VIII CR-Cruelty by husband/relatives
43. Class VIII E-Extortion
44. Class VIII H-Hurt and grievous hurt
45. Class VIII I-Criminal Intimidation
46. Class VIII R-Rioting
47. Class VIII SC-Atrocity against Scheduled Castes and Civil Rights
48. Class VIII ST-Atrocity against Scheduled Tribes and Civil Rights
49. Class VIII W-Wrongful restraint
50. Class IX A-Adulteration
51. Class IX E-Environmental Crimes
52. Class IX F-Fire arms
53. Class IX I-Immoral Traffic
54. Class IX N-Narcotics
55. Class IX E-Explosives
56. Class X P-Preventive Detention
57. Class X S-Security for good behaviour

$$\text{Sample Entry} = \frac{\text{II H}}{\text{11-7}} \text{ or } \frac{\text{III C}}{\text{12/9}} \text{ or } \frac{\text{IV OK}}{\text{14-3}}$$

Note :- If an offence falls under two heads, e.g., burglary of a shop by breaking lock, it should be noted as II LI(S) and, if a cycle is stolen in that case, it will be indicated as II LI(S)(C). If there is a snatching from sleeping persons in a roof hole burglary, it will be noted as II (RS2). Likewise, a snatching falling under classification S3, coupled with violence will be marked IR (S3).

592- Objectives of Station Crime Chart :

1. The object of the station crime chart is primarily to show where crime mostly occurs. The chart may be for a year, half-year, a quarter or a calendar month depending on the volume of crime. The SHO may have more charts

for different classes of crime if the incidence in a PS is heavy to facilitate easy location.

2. A note giving the scale of the map, full moon dates, dates of important festivals and shandies, and names of the villages shall be entered on the map.

3. This shall be maintained by all police stations and Traffic and Railway Police Stations and Investigating Units.

4. A proper official map showing all physical features, villages, roads, canals, railway lines, hills etc. of the area covered by the PS including some parts of the neighbouring police station should be used for making entries.

Part III - General Conviction Register

593.1. Part III of the Station Crime History shall be maintained in Form 77. The names of the following persons shall be entered in the register:

A. Persons convicted of all offences entered in part I.

B. Persons convicted of offences under Chapter XII and XVII of the IPC, for which a punishment of three years and upwards is prescribed.

G.O. Ms. 2483 Home, 19-11-1954

C. Persons convicted of offences under sections 489-A to 489-D of the Indian Penal Code (forgery of currency notes and bank notes).

D. Persons notified under the Habitual Offenders Act, convicted under section 12 of the Act and of any of the offences narrated in the schedule to the said Act.

E. Persons bound over under section 109 or 110 of the Cr. PC.

F. Persons convicted under the Railway Property (Unlawful Possession) Act and Telegraph Wires (Unlawful Possession) Act and other special enactments like Immoral Traffic (Prevention) Act, 1986, Forest Act, Excise Act and FEMA, if their finger prints have been ordered to be retained by SP / DCP (crimes) / CP.

G. Unconvicted persons reasonably suspected to have committed offences with particulars of the offences, whose inclusion has been ordered by a Deputy Superintendent of Police/ACP. These shall be retained only so long as reasonable suspicion exists against them.

Note: After the names of casuals, shall be entered, the word "Casual" in red ink.

2. Entries in this register shall be made in the chronological order of conviction and in the case of suspects, in the order of the dates of the orders of Gazetted Officers.

3. This register will contain convictions in cases registered at the station and of persons living in the station limits convicted elsewhere. It is very essential that the entries relating to this are obtained and made. If a conviction is reversed on appeal, the entry should be crossed out, unless the person is brought under (F) of sub-order (1). The broad classifications of the crime as shown in Order 588 shall be entered in the 'Remarks Column'.

G.O. Ms. 71, Home, dt. 11.1.1955.

4. The names of persons registered in Part III shall be deleted after a period of ten years from the expiry of their last sentence of last conviction, provided the history sheet has been discontinued for those persons having dossiers. Sub-Divisional Police Officers may effect the removal. The SDPO may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary.

5. Convicted and unconvicted persons not removed from Part III shall be enquired about whenever a member of the Station Staff visits the village. The SHO must make detailed enquiries about each ex-convict twice a year during his visits to the village and if he was not able to make enquiries about an ex-convict in a particular half year, he should do so as early as possible in the next half year. All Police Stations and Investigating Units shall maintain this record.

Number and jail number	Name and age of convict, address & Phone Nos. Aadhaar Card No.	Address of close relatives and their mobile Nos. with Aadhaar card Nos.	Place and date, Court and calendar number of conviction	Crime No. PS section of Law. Nature and value of property. Names of associates with Aadhar card numbers .	Punishment awarded and period of surveillance	Place of crime, if committed outside village, complainant's name and phone numbers	Number and names of two police officers their phone Nos. to prove conviction.	Finger Print Bureau Serial Number	Remarks including the broad classification of crime committed by the criminal	Whether the convict is a casual/ professional
1	2	3	4	5	6	7	8	9	10	11

FORM – 77 **See Order No.593-1 and 848-1**

PART III. STATION CRIME HISTORY – GENERAL CONVICTION REGISTER.

Part IV - Notes on important events:

594.1. Part IV of the Station Crime History (Form 78) shall contain, all crimes occurring in the village / town, notes on important factions and disputes, especially between castes and communities, political groups, extremists offences and the commission of serious breaches of the peace and records of police bandobust for important festivals, etc. Notes shall include:

a. **Extremist activity**; CPIML/PWG/ CPI (Maoists) /Janasakthi/ New Democracy etc. Area of operation of dalams/squads/PGA/ LGS/Action Teams, underground extremists and sympathizers hailing from the village or locality etc.

b. **Faction feuds**; Groups/individuals with Phone numbers involving in faction violence, important faction leaders-details of criminal cases.

c. **Communal activities**; Hindu/Muslim communal organizations – Name of members of such organizations with phone numbers.

d. **Fundamentalist Organizations** - Details thereof with phone numbers.

e. **Political activities**; Different political parties – activities – important leaders, trouble mongers - criminal cases if any, against them with office address.

f. **Property crime**; Important cases with details of gangs involved, arrested and convicted: Repeat offenders to be short listed for opening sheets.

g. **Bodily Crime**; Important Murder/Attempt to murder/other serious rioting cases. Repeat Offenders to be short listed for opening sheets.

h. **White Collar Crime** – List of NBFCs/BFCs, which are not recognized by Reserve Bank of India. Child adoption centers, Chit Fund Companies, Offenders involving in forged degree or post-graduation and other certificates, Man Power frauds by agents etc.

i. **Names of** Rowdies/ Goondas/ Gangsters/ Bootleggers/ Landgrabbers/ Narcotic offenders in the village/ area/ locality.

j. **Agrarian issues and disputes;** Tribal/Non-Tribal issues. Agitations by Agriculture labours, farmers-Political parties involvement etc.

k. **Industrial Problems**; Trade Union Activities Strikes/Dharnas etc., Important Union Leaders and their party of affiliations, Police Bandobust done on previous occasions.

l. **Student Agitations**; Student Unions, ABVP, NSUI, Communist AISF/SFI or left wing organizations, Names of office bearers etc.

m. **Other caste-based agitations**; like Mala Mahanadu, MRPS, Kapu Nadu etc., Bandobust requirements.

n. **Fairs and Festivals**; Bandobust required, any specific problems experienced etc.

o. **Elections**; Panchayat, Municipal, Local Bodies, Legislative Assembly, Parliament etc.

p. **Pushkarams / Elections**

q. Other issues having a bearing on L&O and crime.

2. In short, any information, which may be useful to a new Station House Officer, having no previous experience of that station, should be entered in this register. One or more sheets, as may be necessary, should be kept for station information of a general nature. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. All entries in this record based on reports submitted by beat PC or on his own shall be edited, signed and dated by the SHO. The SDPO should also enter any matter, which he considers important. Only the station copy of this record is to be maintained. The SDPO will not maintain a copy with his sub-divisional records, but a summary of all important points shall be entered in the Sub-Division Information Book maintained by him as well as in the circle information book maintained by CI. This record shall be maintained by all Police Stations including the detective police stations.

595. Part V - History Sheets : (Sec. 149 Cr.PC provides for prevention of cognizable crime. History sheets are opened to take up surveillance over bodily / property offenders).

1. Part V consists of History Sheets (Form 79-A, B & C) of persons residing permanently or temporarily in the station limits, who are known or believed to be addicted to or aid and abet to the commission of crime, whether convicted or not, or who are believed to be habitual receivers.

2. History sheets shall not be opened for criminals with no fixed residence. However, this restriction does not apply to persons who move about in a

limited area of not more than two districts. History sheets may be opened for such persons at the discretion of the SP.

3. All History Sheets shall be numbered serially in each police station.

FORM - 78 **See Order No.594.**

STATION CRIME HISTORY

PART - IV

District: Station:

GENERAL INFORMATION

FORM - 79 A **See Order No.595-1, 748.1 & 850.1**

COVER SHEET FOR DOSSIER

ANDHRA PRADESH POLICE MONOGRAM

DOSSIER No……..

1. Name of Police Station where a History Sheet is maintained and its number. :
2. Name with cell number / phone……
3. Father's /Husband's Name with cell No. / Phone No.
4. Village of residence……..……
5. Date of opening Dossier……
6. Names of Crime Bureaux where also a Dossier is maintained for this person, together with its no. at each of those Bureaux. :……..……
7. Date of closing Dossier. ……

(For special instructions for filling in particular headings of the Dossier, see inside cover)

FORM - 79 B

COVER SHEET FOR HISTORY SHEET

ANDHRA PRADESH POLICE

HISTORY SHEET

1. History Sheet No .....
2. Dossier No. (if any .....
3. Police Station .....
4. Name .....
5. Father's/Husband's Name, address, with cell phone No. Aadhar Card No.
6. Village of residence/Mandal, Telephone / cell phone No. Aadhar card No.
7. K.D./Suspect .....
8. Date of opening History Sheet .....
9. Date of expiry of History Sheet .....
   (to be noted in pencil)
10. Date of closing History Sheet .....

Note:

(1) Delete what is not applicable.

(2) Enter Phone numbers, Aadhar Card, Ration Card details with a photo copy in the respective sheets.

FORM - 79 C

HISTORY SHEET

SHEET - 1

1. Name and aliases with cell phone No., Aadhar card / voter ID card No. (Retain photo copies in file):
2. Father's Name/Husband's name with cell phone No:
3. Caste:
4. Trade of Profession:
5. (a) Native place (district and Police Station).:

(b) Identifying witnesses (two or three), father and address.:

6. (a) Place of residence, with dates and periods.:

(b) Places visited with dates and periods.:

7. Class of offender. (Append notes showing MO details, means of transport used, kind of property stolen, etc., in all cases in which any such features are (distinctive).:

Note : Item: 7. **Class of offender** : While noting the modus operandi, symbols like I, II-A, etc must not be used. MO classification, as given, should be noted. Besides this, details of MO, even though they be minor, should be noted. This is necessary, because the broad classification of MO may be the same for two criminals, but in minor details they would differ, and these details are the ones that determine the individuality of the criminal. Full modus operandi details of each of the cases in which the criminal is convicted with the nature and value of property stolen should be given. These cases should be the same as those given in item 16.

SHEET - 2

8. Description (Delete what is not applicable). If nothing extreme under the head, delete all sub heads. Underline any very distinctive point.

Also refer to list of physical peculiarities and Criminal Characteristics as given under Andhra Pradesh Police Manual while filling this sheet.

Height	:	(which may be classified as tall 5',8",6'and above medium 5',4", short 5',4" and very short Below.5).
Build	:	Thin, Medium, Fat.
Hair	:	Colour-Black, Brown, Greying, Grey, Curly (no note about straight hair) Baldness Frontal, rear
Fore-head.	:	Broad, Narrow, Wrinkles (Horizontal, Vertical)
Eye brows	:	Arched, Straight, joined, Thin, Thick, Bushy.
Eyes	:	Black, Brown, Blue, Small, Large, Sunken, Special peculiarities (Squint, Blood-shot, one eyed blind artificial).

Nose	:	Snub, Pointed.
Nostrils	:	Wide, Narrow, Straight, curved (Parrot like), Sunken at the root, special peculiarities.
Ears	:	Large, Medium, Small, Ear lobe, Large, Small, Hanging, Pierced, Special peculiarities (Harry)
Lips	:	Thick, Thin, Hare lips, Protruding Upper lip.
Teeth	:	Small, large, Protruding, Over lapping Special peculiarities, Missing, Gold pointed, Silver pointed.
Chin	:	Double, Dimpled, Square, Pointed.
Face	:	Square, Oval, Round, Prominent, Check-bones, prominent Jaw,
Flabery	:	Cheek, Sunken-cheek, Pock-pitted.
Moustaches	:	Complexion – Fair, Wheat, Brown, Black Beard
Leg	:	Bow legged, Knock-kneed.
Feet	:	Flat foot, toe missing, extra toe, special peculiarities.
Speech	:	Stammer, Nasal, Feminine, Fast.
Deformities	:	Hunchback, stopping, Lameness, Pot and other Peculiarities: belled, six fingers.

SHEET - 3

9. Relatives (those he is likely to visit to be underlined or starred.)

Name and relationship	Phone no. Aadha card no.	Residence, Police Station.	Occupation	Reference to History, if any.

Item: 9. Relatives. When the History Sheet is first prepared, the Station House Officer should visit residence of the criminal/suspect, get all the details of his relatives with phone numbers and note them. The entries so made should be verified

from time to time. When any new relationship is contracted, e.g. by the marriage of his daughter, the particulars of the new relations should be noted. When any relative dies, his name should be scored out neatly in red ink and the word "DEAD" noted against his name.

10. Associates (those he is likely to visit to be underlined or starred)

Name, father's name and caste	Phone no. Aadhar No.	Residence, Police Station	Occupation	Nature of association and reference to History, if any.

ITEM: 10. Associates, Same instructions as for item.9.

SHEET - 4

11. Exact information regarding known methods of disposal of stolen property (cite cases) and names Phone number and residence of receiver.

SHEET - 5

12 A. Particulars of past arrests, with crime numbers, PSs, Districts when and where, and by whom harboured.

B. Names,addresses and Phone numbers / Aadhar Card numbers of other accused who have been arrested along with him / her.

13. Localities in which he has committed crime (Specify any favourite locality and cite offences committed in particular localities.

14 A. History (how he became criminal, etc).

B. Names and phone Nos. of new associates the history sheeter got acquainted with.

SHEET - 6

15. Particulars of cases in which definitely suspected with clear reasons for suspicion, and miscellaneous information useful for a security case.

Section, modus Operandi and G.I.F.No.	District, Station and Crime number	Kind of property	Summary

ITEM: 15. Suspicion should be definite and reasonable. The miscellaneous information should be noted on the reverse of Sheet 6. (Please check AP Police Intranet for his / her crime data across the State.

SHEET - 7

16. Particulars of convictions and cases in which acquitted, or discharged (including compounded cases).

Section M.O. and RCN number	Station and Crime number	Kind and value of property		Court name / district C.C. number Date and sentence	F.P .Bureau serial number and date; identifying witnesses; jail number date of release and return.
		Lost	Recovered		

ITEM: 16. RCN Regular Criminal Number in case of conviction. MO classification as given should be noted in respect of each case. The entries under this head should be compared with those under item 7 to see if all cases under this item find a place under item 7.

B. Whether proposal sent to CP / Collector and District Magistrate for opening Habitual offender sheet.

SHEET - 8

17. Current doings.

SHEET - 9

18. Photograph sheet

Profile right

Profile left.

Full length.

Full face

Head and shoulders.

Close up photographs of physical peculiarities with descriptions.

Automatic opening of History Sheets

596-1. History Sheets shall be opened automatically by the SHO by obtaining permission from the SDPO at the time of conviction for persons convicted as under and shall be retained for two years after release from jail.

Sl. No.	Persons or crime for which convictedPolice is mandated to prevent occurrence of Cognizable crime and interpose in doing so, to the best of their ability u/s 149 Cr. PC.	No.of times convicted
1	Persons released from imprisonment/life imprisonment after conviction under Chapters XII and XVII of the IPC	
2	Professional poisoning/use of stupefying drugs/intoxicating / unwholesome drug Mixing diazepam, methanol etc., in Toddy(Sec.328 IPC or Sec.328 r/w 302 IPC or while committing property offence u/s 328 r/w 378,379/380 IPC)	Once
3	Members of organized crime syndicates like and gangs like Red Sanders gang/Sand smuggling/FICN circulation/ Dacoity Gangs, Hired assassins, robbery gangs, land mafia, Communal Gangs."Organized Crime" means any continuing unlawful activity by an individual, singly or jointly, either as a member of an organized crime syndicate or on behalf of such syndicate, by use of violence or threat of violence or intimidation or coercion, or other unlawful means, with the objective of gaining pecuniary benefits, or gaining undue economic or other advantage for himself or any other person or prompting insurgency;"organised crime syndicate" means a group of two or more persons who, acting either singly or collectively, as a syndicate or gang indulge in activities of organised crime;	Once
4	Drug Traffickers and Smugglers (NDPS Act, 1985, PIT NDPS Act, 1988)	Once
5	Indian Penal Code sections 395 to 402	Once
6	Indian Penal Code sections 392 to 394, if convicted or liable to conviction under section 75 of the Indian Penal Code.	Once
7	Illicit distillation under Excise Act	Twice
8	House breaking by day/Night	Once
9	Trafficking in women, girls and children (Sec.370, 370A IPC) and Immoral Traffic(Prevention) Act.	Once
10	Rape (376, 376A, 376C, 376D, 376E IPC)	Once
11	Outrage of modesty of woman (Sec.354A to 354D IPC)	Once
12	Offences under POCSO Act-2012	Once
13	Offences u/s 353,332 and 333 IPC	Once
14	Theft	Twice

Sl. No.	Persons or crime for which convictedPolice is mandated to prevent occurrence of Cognizable crime and interpose in doing so, to the best of their ability u/s 149 Cr. PC.	No.of times convicted
15	Chain snatching	Once
16	Cheating, forgery for gain, misappropriation and Breach of trust- if individuals are concerned	Twice
17	If organized involving public funds	Once
18	Money laundering (PMLA Act) (Information to be obtained from the Directorate of Revenue Intelligence or Enforcement Directorate.)	Once
19	Communal Offenders Act	Once
20	Detained under A.P. Prevention of Dangerous activities of Boot Leggers, Dacoits, Drug Offenders, Goondas Immoral Traffic Offenders and Land Grabbers Act, 1986, A.P. Prevention of Dangerous activities of Communal Offenders act 1984 and National Security Act-1980.The Prevention of Black Marketing and maintenance of Supplies- Essential Commodities Act, 1980.	Once
21	Bound over u/s 108 Cr.PC	Twice
22	Bound over u/s 109 Cr.PC	Twice
23	Bound over u/s 110 Cr.PC.	Twice

2. Persons convicted in property offences or bound over u/s 109 Cr.PC (twice) as above will be styled "Known Depredators". However, inmates or ex-inmates of Special Homes for C.I.C.L (Child in Conflict with Law) should not be styled as "Known Depredators".

3. History Sheets should be opened for habitual offenders, SsP to send reports to the Dist. collector to register a person as habitual offender who was convicted on three occasions in a continuous period of 5 years and above 18 years age (A.P. Habitual Offender Act, 1962). CsP are empowered to register habitual offenders. For any violation with regard to registration, change of residence or failure to report, the habitual offenders are liable for prosecution. Their U.I.D Aadhar Card number with cell numbers need to be used by the police with a view to ensure their compliance of the rules and to watch if they are reverting to crime.

4. The History Sheet of a known depredator, against whom an order has been passed under section 356 of the Cr.P.C. shall not be closed until the period during which he is required to report changes of residence has lapsed.

5. Details of Pass-port , Aadhar Card, voter I.D. Card, Ration Card, cell phone number, with latest digital photograph of the person to be entered in the History sheet.

Maintenance of History Sheets

597. The History Sheets should be in the form prescribed and should contain a recent photograph of the person concerned. The descriptive particulars, Aadhar card, cell phone number and physical peculiarities should be entered with precision. The names of close relatives and friends whom he is likely to visit and the places, which he frequents, should be noted along with their U.I.D. Card cell phone number, Vehicle numbers if they are in possession of. The means of livelihood and whether they are in proportion to the style of living, information if any about his activities should be entered in the relevant columns. Detailed enquiries made by the beat Constables and the SHO about his conduct and absence should be entered periodically. When any information favorable to a History Sheeted person is received it should also be entered therein. The object of surveillance is to prevent commission of cognizable crime (Sec. 149 Cr.PC) and also as to make sure whether the person has taken to peaceful life and has become a law abiding citizen. To achieve this objective, it should therefore, be necessary that the information gathered is thorough, impartial and not influenced by any extraneous factors. A person who is making efforts to lead an honest life and break from the past should be helped to remain so. The police should handle this carefully in such a manner as not to frustrate his attempts at living an honest life. SHO should obtain data from all Police stations of the district and enter the same in the sheet. He should go through intranet (police) and update Crime data.

Transfer of History Sheets

598-1. The History Sheet of a person, who changes his residence to another station limits, shall be forwarded to that station through the Sub-Divisional Police Officer, while retaining a photocopy with the originating station.

The History Sheet of a bad character who changes his residence from a police station in this State to a station in another State, shall be forwarded by the Station House Officer to the Superintendent of Police, through the usual channel, and the latter shall forward the Sheet confidentially to the Superintendent of Police of the district, in which the individual concerned has taken up his residence. Reciprocal arrangements on similar lines have

been made with other States for receiving the History Sheets of bad characters, who have changed their residence from other States to A.P. On receipt such history sheets shall be sent to the concerned PS.

Continuance/Discontinuance of History Sheets.

599-1. Where the retention of a History Sheet as mentioned in Order 596-1 is considered necessary after two years of registration, orders of the SDPO must be taken for the extension, in the first instance up to the end of the next December and for further annual extension from January to December every year.

2. History Sheets (Order 596-1) shall be closed by the definite orders of a SDPO/ACP and shall be filed in the records of the station. The History Sheets of persons, who have died, shall be destroyed by the order of a gazetted officer. The SsP/DCsP/CsP may order the closure of a History Sheet at any time, but a Sub-Divisional Police Officer may only do so on the expiry of the periods indicated in Order 596 above. History sheet may also be closed if the history sheeter attains the age of 60 years or loses a hand or a leg or both eyes.

G.O. Ms 3929, Home, 5-9-1950

Suspects :

600-1. The following persons should be classified as suspects and History Sheets shall be opened for them under the orders of the Superintendent of Police/ SDPO. SDPO should furnish crime particulars of individual available of other Police station.

A copy of suspect sheet compulsorily to be sent to the concerned Police station(native place of the history sheeted person).

Sl.No	Persons charged for offences
1	Persons convicted under any section of the Indian Penal Code who are considered likely to commit crime again, and
2	Persons, not convicted, but believed to be addicted to crime.
3	Members of criminal gangs or organised criminal syndicates who have been charge sheeted
4	Communal and Caste activists who are known to instigate, organise violence or spark off communal or caste riots.
5	Smugglers, hoarders, black marketers and for professional land grabbers, boot legers, sand smugglers persons charged under money laundering Act.
6	Assault on Public Servant
7	Attempt to murder(307 IPC), Murder(302 IPC)
8	Chain snatching

Sl.No	Persons charged for offences
9	Externed under City Police Act/other Acts like Anti-Social Hazardous Activities(Prev)Act.
10	Externed under Anti-Social Activities Hazardous Activities (Prevention) Act, 1980 and other Acts.
11	Rape cases u/s 376 IPC, 376A, C, D, E,
12	Trafficking cases u/s 370, 370A, 366 A, 366B, 372, 373 IPC including Immoral Traffic Prevention Act sections.
13	Cases of POCSO (Protection of Children from Sexual Offences) Act,2012.
14	Cases u/s 354, 354A to 354D), 326 A, 326 B, IPC.
15	Listed accused in Multi-level Marketing cases / White collar crime.
16	Persons charged under unlawful Activities(Prevention) Act.

2. Care should be taken to see that History Sheets are opened under this Order only for persons who are likely to turn out to be habitual criminals or who are members of organised crime syndicates or such organisations who had history or plan for violence and therefore, require close surveillance. The material and information collected to obtain orders from the SsP or other officers authorised to order opening of history sheets in this category should bring out the above requirements.

Rowdies

601. The following persons may be classified as rowdies and Rowdy Sheets (Form 80) may be opened for them under the orders of the SP/DCP and ACP/ SDPO.

Sl.No.	Classification of Persons
1	Persons who habitually commit, attempt to commit or abet the commission of, offences involving a breach of the peace, disturbance to public order and security, besides offences under chapter VIII, XV, XVII, XVIII and XXII of IPC
2	Persons bound over u/s 106, 107, 108 (1) (i) and 110 (e) and (g) of Cr.P.C.
3	Persons who have been convicted more than once in two consecutive years or under section 3, clause 12, of the AP Towns Nuisances Act,1889
4	Persons who habitually tease women and girls and pass indecent remarks, including offences u/s 354A, B, C & 354D IPC.
5	Persons who have been charge sheeted under the offence of Rape(376,376 A,C,D,E). (Entry to be made in Sex Offenders Register also).
6	Persons who have been charge sheeted under the offences of POCSO Act,2012 and Acid attacks(326A and 326B of IPC)

7	Rowdy sheets for the rowdies residing in one Police Station area but found frequenting the other PSs area, can be maintained at all such Police Stations.
8	Persons who intimidate by threats or use of physical violence or other unlawful means to part with movable or immovable properties or in the habit of collecting money by extortion from shopkeepers, traders and other residents including 'loan sharks'
9	Persons who incite, instigate and prticipate in communal/caste or political riots.
10	Persons detained under the "AP Prevention of Dangerous Activities of Bootleggers, Dacoits, Drug Offenders, Goondas, Immoral Traffic Offenders and Land Grabbers Act, 1986" or other Preventive Detention laws for a period of 6 months or more.
11	Persons on whom charge sheets filed under the offence of assault on public servants, under Arms Act and such other offences punishable with imprisonment of 2 years or more.
12	Persons on whom charge sheets filed under the offence of Murder and attempt to murder(302 and 307 of IPC).
13	Persons on whom charge sheets filed under the offence of Chain snatching.
14	Persons who are convicted under the Representation of People Act,1951 for rigging, carrying away, damaging ballot paper, boxes and polling material.

FORM - 80 **See Order No. 601**

ROWDY SHEET

Name and aliases……No……Date:……

Son of……age/year of entry……...

Caste……Occupation…… Cell Phone No……../Land Line .No……, Aadhar Card No. ..... Native Place, Police Station and District, Type of Offender, Nature of Rowdism and favourite localities for offences, etc.

Associates-

Name, father's name and Caste	Address	Instances of association	Sheet number, if any

Serial Number	Petty case Number	Brief nature of the offences and date, conviction details ; Court and CC Number ; police officers present

CONVICTION PARTICULARS

Remarks: (Here enter further instances of rowdism, details of petitions or complaints useful for a security case, and present conduct).

Period of retention of History Sheets of Suspects/Rowdies

602-1. History Sheets of suspects shall be maintained from the date of registration up to the end of December, after which the orders of a SDPO as to their discontinuance or retention for a further period shall be obtained.

2. Merely because a suspect/rowdy, having a history sheet, is not figuring as accused in the previous 5 years after the last case in which he was involved, it should not preclude the SP/DCP/CP to continue his history sheet if SP/DCP/CP is of the considered view that his activities are prejudicial to the maintenance of public order or one affecting peace and tranquillity in the area or the victims are not coming forward to give complaint against him on account of threat from him.

G.O. Ms. 3929, Home, 5-9-1950

Indices

603-1. The following indices shall be maintained by Police Stations and all DPS/CCS.

2. *Modus operandi* index of crime and criminals: An alphabetical lose-leaf crime classification index to Part I and Part III according to the list specified in Order 587 in the form shown below:

Note: - In column 3 of the Index, note the word "Casual" in red ink after the names of casual offenders.

G.O. Ms. 71, Home (Pol.) 11-11-1955

3. **Name index of criminals.** An alphabetical name index of persons whose names are entered in Part III should be maintained in all police stations, DPS and CCS.

Volume and page number of		Name, Father's name, village, Police Station of the convict or suspect or casual *with* Aadhar card No.,Ration card No., and Two references of the knowing persons names and their phone Nos.,	Crime Number & PS limits where offence took place	Conviction particulars	Mention cross reference of other P.S. if any
Part-I	Part-II				
1	2	3	4	5	6

4. **Ex-convicts register**: A check register of persons entered in Part III of a police station shall be maintained in Form 81 for each village, villages being arranged alphabetically. In towns and cities this shall be maintained for every beat by the concerned town/city Police Station. The Detective Police Stations (DPS) and the Central Crime Stations (CCS) shall also maintain these registers.

Classification of criminals into Casual and Professionals

604-1. The following general instructions are issued for the guidance of all officers in regard to the classification of criminals into casuals and professionals.

2. A professional criminal is one who has chosen crime as his profession, whereas a casual offender may be defined as one who has committed a crime more or less by accident and not by design. But it is possible that a casual offender may, by the force of circumstances repeat the crime and turn it into a profession. The nature of the crime will often indicate whether the person who committed it is a professional or a casual. For example, a burglar, pick-pocket or a cheat can safely be treated as a professional, whatever be the circumstances and conditions under which he operated. Also, every person, who has committed more than one crime for gain, should normally be classified as a professional, irrespective of the nature of the crimes committed by him. Again, when a series of similar or approximately similar offences occur in an area, it should be evident that one or more criminals have taken to that type of crime for livelihood. When a first offender belongs to a family or a group with a criminal history or is known to be the member of a criminal gang or organised crime syndicate or associate of a habitual criminal, he should be treated as a professional.

3. But, property offences committed as the result of a land dispute or family quarrel do not become professional cases merely because they were repeated or because they satisfy the definition of house breaking in the Penal Code or because the persons who committed them are members of a criminal group, gang or a family. Petty thefts of garden produce, avenue trees and the like committed by first offenders may also be safely treated as casual. But, a receiver should be classified as professional, irrespective of the property received by him, because a man, who stoops to receive a petty article knowing it to be stolen, will certainly buy valuable things too, if they are offered to him for sale by a criminal.

4. Crime Syndicates come into existence to make money by resorting to unlawful acts in support of persons or parties. They thrive on conditions of demand and supply of goods and services, which are scarce, prohibited or attract high taxes. The crime syndicates operate in secrecy and use intimidation, kidnapping, grievous hurt, murder etc. as a means to achieve their end. They develop clout with influential sections of society, public bodies, enforcement and regulatory wings of the Government and the police, and indulge in elimination of witnesses, bribery etc. to perpetuate their activity. They are ruthless with their members who betray them and command fierce loyalty generated by greed and fear. Members and leaders of such syndicate gangs are to be treated as professionals, but not those who submit and render small help out of fear or due to blackmail.

Bad Character Roll:

605-1. When a person whose name is entered in General Conviction Register (Part III) moves or changes his place of residence to the limits of another police station, the fact shall be communicated to that station by means of a Bad Character Roll Form A for entry in the register of that station. The roll will be returned with the page number of the register, on which the entry has been made, noted thereon. This page number will be noted in column 3 of the Station register. The transfer of information to the concerned police should be prompt and authentic. The fastest method of means of communication available should be used preferably the fax mode of communication. The acknowledgement should be insisted upon. This work needs personal pursuit by the SHO. It should be remembered that if conviction particulars are not recorded at the right place, the entire crime data system in the area and all over the country will be distorted.

G.O. Ms. 109 Home, Dt: 10-1-1948

2. It is not necessary that Bad Character Roll Form A should be used for the communication of conviction particulars or for the transfer of History Sheets. These can be done through a memorandum in Form 28. It is likewise unnecessary to send Bad Character Rolls with History Sheets submitted to superior officers for orders regarding their retention or closure. Orders should be obtained on the History Sheets themselves.

3. If any criminal of other PS limits comes to a particular PS it should be intimated through Bad Character Roll B to the PS concerned.

FORM - 28

MEMO FORM BOOK

No. Dated To (To be retained by the sender)	No. District From Station. Circle MEMORANDUM (To be filed by recipient with office copy of the reply on the reverse) 20 ..... of Police. On label outside : MEMO. FORM BOOK.	No. REPLY (This portion only to be returned to the sender) date

Death of Criminals – Registered in Part III

606. When a person registered in Part III dies, his name shall be struck off from Part III and other records. The fact of his death shall also be immediately communicated to all other stations where he has been registered, so that entries regarding him may be struck off the registers in those stations.

General Points about Station Crime History :

607-1. The station crime history shall be maintained in Telugu. The MO classifications may be entered in English also for convenience.

2. The Inspector of Detective Police Station shall maintain an outline crime chart of his jurisdictions showing various police stations, and maintain it in the same manner as indicated above. The Area and Investigation Sub-Divisional Police Officer shall similarly maintain an outline crime chart showing the station limits in their sub-divisions. The period of currency of each chart shall be one calendar year, and the entries in the chart as per Order 591. Any other class of crime unusually prevalent in the sub-division may be indicated on the chart or on a special chart, as may be convenient. Crimes will be marked on these maps on receipt of FIRs and corrections if any, may be made on receipt of crime details or case diary.

3. Sub-divisional Officers shall also maintain, in conjunction with crime charts, registers in Form 7 as prescribed in Order 60, to enable them to keep a check on case diaries, crime, and the progress of cases in their sub-divisions. Entries in this register may be made by the camp clerk except those under column 5 and 6, which should be made by the Sub-Divisional Officer in his own hand. A careful study of the distribution and types of crime occurring may enable officers to draw deductions as to the criminals at work and to

issue instructions to their subordinates as to the line of investigation to be pursued and preventive action to be taken.

4. The Superintendent of Police will study crime with the help of the registers and charts maintained by the District Crime Bureau.

Juveniles

608. No History Sheet should be opened for a juvenile discharged from a Juvenile Home. Juvenile offenders should not be treated as bad character or watched or interrogated, unless suspected of committing crime in accordance with the provisions of Juvenile Justice (Care and protection of children) Act 2015.

Use of Integrated Investigation Forms (IIFs)

609. Integrated Investigation Forms have been designed by NCRB, New Delhi as part of countrywide Crime Criminal Information System which is replaced by CCTN, (Crime Criminal Tracking Network) with the same proformae. While AP is using enterprise e-COPS, many other states (except Tamilnadu, Karnataka, Telangana, Goa, Gujarat) are using Core application software with 24 IIFs. These forms are :

1. FIR form (Form No. 82). This form should be used for recording all FIRs by all police stations.

IIF Forms

FORM – 82 (IIF - 1) **Order No.609-1**

FIRST INFORMATION REPORT

(Under Sections 154 & 157 Cr.P.C.)

1.*Dist……*.Police Station ….....……...* Year……...*FIR. No……..*Date.....…..…

2. (i) *Act……..……*Sections…….....……...

(ii) *Act…….....……*Sections…..…….....……..

(iii)Act……Sections…… *Other Acts & Sections…….....…

3. (a) *Occurrence of Offence :Day…….*Date from……*Date to……...….

*Time Period……...……*Time from…… ...*Time to……...…

(b) Information received at the Police Station

Date….....…Time…….....….

(c) General Diary Reference: Entry No(s) ……Time……

4. Type of Information : *Written / Oral

5. Place of Occurrence :

(a) Direction and Distance from P. S. ……..Beat No……..…..…

(b) *Address.……..……

(c) In case, outside the limits of this Police Station, then :

the name of concerned Police Station…… Disrict……..……. …

6. Complainant / Informant.

(a) Name……..……

(b) Father's /Husband's Name……..……..

(c) Date/Year of Birth…….(d) Nationality……...…

(e) Passport No……..Date of Issue……..…….Place of Issue……

(f) Occupation…… (g) Address……

7. Details of known/suspected/unknown accused with full particulars. (Attach separate sheet if necessary.)

(1) .....

(2) .....

Physical features, deformities, and other details of the suspect:

Sl. No	* Sex	*Date/Year of Birth	*Build	*Height	*Complexion in Cms	*Identification Marks
1	2	3	4	5	6	7

Deformities / Peculiarities	*Teeth	*Hair	*Eyes	*Habits (s)	*Dress Habits
8	9	10	11	12	13

*languages/ Dialect	PLACE OF				
	*Burn Mark	*Leucoderma	Mole	*Scar	*Tattoo
14	15	16	17	18	19

These fields will be entered only if complainant/informant gives any one or more particulars about the suspect. This will be used only for the purpose of preliminary retrieval to assist I.O.

A data base created will subsequently link one suspect in several cases, if any

A comprehensive and complete data on all fields will again be prepared when any accused is arrested irrespective of previous suspicion.

8. Reasons for delay in reporting by the Complainant/Informant. …….

9. Particulars of properties stolen/involved (Attach separate sheet, if necessary)

10. * Total value of properties stolen/involved……

11. * Inquest Report/ U.D.(Unknown Dead body) Case No. if any ……

12. Contents of the complaint / Statement of the complainant or Informant (Attach separate sheets. If required):

13. Action taken: Since the above report reveals commission of offence (s) u/s …..... as mentioned at Item No.2.

(1) Registered the case and took up the Investigation or

(2) Directed* Sri/Smt/Kum ……. rank……to take up the investigation

(3) Refused investigation due to .....

(4) Transferred to Police Station…… Dist……On the point of Jurisdiction.

F.I.R. read over to the Complainant/Informant, admitted to be correctly recorded and a copy given to the Complainant/Informant free of cost. (R.O.A.C.)

* Signature of the
Officer-in-charge Police Station.

14. * Signature/Thumb impression
of the Complainant/Informant

*Name……

*Rank……No……

15. Date & Time of despatch to the Court…….

2. Crime details form (*Form No. 76).* The form has to be filled by the Investigating Officer generally after the first investigation and has to be sent in all cases and not merely in property offences.

FORM- 76 (IIF No - 2) **See.Order.No.587.2-B, 609-2 and 746-1.**

CRIME DETAILS FORM

1. Dist…….....Police Station. ……Year…....……..FIR. No……..Date……

2. Acts and Sections.....

3. The Place of Occurrence shown by :

Name…… Father's/Husband's Name……

Address:……

4. TYPE OF CRIME

(i) *Major Head…… (ii) *Minor Head…….

(iii)*Methods(s) :

1. .....

2. .....

3. .....

(iv) *Conveyance used

(v) *Character assumed……

(vi) *Language/Dialect used:……

(vii) * Special Feature -1……

* Special Feature - 2.

* Special Feature - 3.

(viii) *Type of Place of Occurrence……

(ix) *Type of Property stolen 4 types :(Major head of the property to be filed)

(1)…… (2)……
(3)…… (4)……

5. Particulars of the Victims (Attach separate sheet, if required):

Sl.No	Name	Father's Name/Husband's Name	Date/Year of Birth	Sex	Nationality	Religion	Whether SC/ST/OBC	Occupation	Address	Injury Grievous/ Simple	Means of causing injury
1	2	3	4	5	6	7	8	9	10	11	12

6. Motive of Crime: ……

7. Details of properties Stolen/Involved (Use appropriate prescribed form(s) and attach):

8. Date and time of visit of the place of occurrence: Date:……Time:……

9. Description of the place of occurrence:

10. Description of physical evidence from the scene of crime for the property recovered / seized for the purpose of investigation. Attach separate sheet, if necessary.

1. Witness Name…… Address

2. Witness. Name…… Address

11. Sketch/Map of the place of occurence (Attach sketch / map with legends seperately, if needed. If to scale, indicate so. May be certified and signed by witnesses, if required.)

Whether the sketch / Map prepared by draftsman? Yes / No.

Signature of the Investigating Officer
Name .....
Rank ..... No. .....

Place .....

Date .....

3. Arrest and Court Surrender form (Form No. 62). This form is to be filled up and sent in respect of each accused person who has been arrested in a case. This is different from the arrest card and memo which is to be sent to the concerned Magistrate and other officers.

FORM - 62 **(IIF No -3)** **See Order No.609-3 and 746-6.**

ARREST/COURT SURRENDER FORM

(Separate Memo for each accused)

1. *Dist. …… *P.S. …… *Year…… FIR No….. Date .....

   *Alphanumeric Code of the Accused ……(Write A1 to A9 for the first 9 persons. B1 for 10th person and so on)

2. Date, Time & Place of Arrest/Surrender: *Date……. Time……

   General Diary No…… *Place of Arrest:*…… PS……

   *Dist……

3. Name of the Court (if surrendered):……

4. *Acts and Sections:……

5. *Arrested and forwarded/Arrested and released on bail or PR bond/Arrested but released on anticipatory bail/Arrested and remanded to police custody/

Surrendered in court and bailed out/Surrendered in court and sent to judicial custody / Surrendered in court and remanded to police custody (tick '?' applicable portion).

6. Particulars of the Accused:

(i) Name……

(ii) *Father's/Husband's/Guardian Name……..……

(iii) *First Alias:…….

(iv) *Second Alias:…….……

(v) *Nationality:…… (vi) (a) *VoterID. Card No……

*(b) Passport No……(c) *Date of issue…. (d) *Place of issue……

(vii) *Religion…… (viii) *Caste/Tribe……

(ix) *S.C./S.T/OBC…… (x) *Occupation……

(xi) *Permanent address:…… Dist…… P.S……

(xii) *Present Address ……Dist..……P.S ……

7. Injuries, cause of injuries and physical condition of the accused person (indicate if Medically examined)……..

8. The arrested person, after being informed of the grounds of arrest and his legal rights, was duly taken into custody on (date) at…… (hours) at …….. (place) ……

The following article(s) was/were found on physical search, conducted on the person of the arrested person and were taken into possession for which a receipt was given to the arrested person. If no article found, NIL may be indicated.**

1…… 2……

(Attach separate sheet, if required)

Necessary wearing apparels were left on the arrested person for the sake of human dignity and body protection.

The arrested person was cautioned to keep himself/herself covered for purpose of identification.

Intimation given to Sri …… (Relationship) …… on (date)……. at (hrs.) .....

If no article found 'NIL' may be indicated in the blank space provided below:

9. Physical features, deformities and other details of the arrested person:

* Sex	*Date/Year of Birth	*Build	*Height	*Complexion in Cms	*Identification Marks
1	2	3	4	5	6
Deformities / Peculiarities	*Teeth	*Hair	*Eyes	*Habits (s)	*Dress Habits
7	8	9	10	11	12
*languages/ Dialect	PLACE OF				
	*Burn Mark	*Leucoderma	Mole	*Scar	*Tattoo
13	14	15	16	17	18

* Other Features (if any)……

10. Whether finger-prints taken or not? …….

11. Socio-economic profile of the arrested person:

(a) *Living Status: Living alone/Living with family / with associate in Pucca House/Hotel/Hostel/Kacha House/Thatched House/Slum/ Homeless/Harbourer

(b) *Educational qualification (s) …….

(c) *Occupation:…….

(d) *Income Group.

(i) Economically weaker section (Annual Income below Rs.25,000/-

(ii) Lower Income (Rs.25,001/- to Rs.50,000/- PA)

(iii) Lower Middle Income (Rs. 50,001/- to Rs. 1,00,000/-)

(iv) Middle Income (Rs. 1,00,001/- to Rs. 2,00,000/-)

(v) Upper Middle Income (Rs. 2,00,001/- to Rs. 3,00,000/-)

(vi) Upper Income (above Rs. 3,00,000/-)

12. Whether the arrested person, as per the observations and known police records:

*	(a) Is dangerous	:	Yes/No
*	(b) Previously escaped any bail	:	Yes/No
*	(c) Is generally armed	:	Yes/No
*	(d) Operates with accomplices	:	Yes/No
*	(e) Is known / listed criminal	:	Yes/No
*	(f) Is recidivist	:	Yes/No
*	(g) Is likely to jump bail	:	Yes/No
*	(h) If released on bail, likely to commit crime or threaten victims/witnesses	:	Yes/No
*	(i) Is wanted in any other case	:	Yes/No

(If Yes against item (b), (e) or (i), give case ref./Sec. Attach separate sheet, if required)

13. Name and Address of the witnesses Signature
(Atleast one witness is necessary)

1. ..... Signature

2. ..... Siganture

14. Signature or LTI of Arrested Person.

Signature of the investigating Officer

Name……

Rank…… No. .....

Place:…….

Date:……

4. Property search and seizure form (Form No. 58). This form should be filled up by the IO after search and seizure of any property either from the accused

or from elsewhere which is connected with the case under investigation. It includes such evidentiary item like weapons, documents and other materials.

FORM - 58 **See Order No.440-12 and 609-4**

(IIF No. 4)

PROPERTY SEARCH AND SEIZURE FORM

(Search/Production/Recovery U/s. 51/102/165 Cr.P.C..... etc)

1. *Dist …… *P.S. …… *Year…… *FIR No./G.D. No…… Date…….

2. Acts and Sections ……

3. *Nature of property Seized : Stolen / Unclaimed / Unlawful possession / Involved / Inter state……

4. Property seized / recovered

(a) Date……...……..(b) Time……

(c) Place from where seized/recovered……

(d) Description of the place of seizure/recovery……...…

5. Person, from whom seized/recovered:

*Professional Receiver of Stolen Property……. Yes/No

Name……..Father's/Husband's Name……..

Sex……...…Age …….. Occupation……Address……

6. Witnesses:

(i) Name……Father's/Husband's Name……

Age…….Occupation……Address……

(ii) Name…… Father's/Husband's Name……...…

Age…….Occupation……Address……

7. Action taken/recommended for disposal of perishable property:…….

8. Action taken/recommended for keeping of valuable property: ……..

9. Identification required: Yes/No

10. Details of properties seized/recovered: (Use prescribed form(s) and attach).

(1) .....

(2).....

Details of Counterfeit Currency seized / recovered:

*Dist. …… *P.S. ……. *Year…… *FIR No…… Date……..

Sl. No.	No. of Pieces	Series	Serial Number	Type of Currency	Denomination	Visible counterfetting marks
1	*2	*3	*4	*5	*6	*7

Signature of the Investigating Officer.

Details of Narcotic Drugs seized/recovered

*Dist. …… *P.S. ……. *Year…… *FIR No…… Date……..

Sl. No.	Name of the Drug	No. of Packets	Weight in Kgms.	Description of the Packing & & Marking if any	Method of Concealment	Estimated Value (in Rs.)
1	*2	*3	*4	*5	*6	*7

Whether the notice under section 50 of NDPS Act served on the person ? Yes / No
Whether the Laboratory analysis form filed on the spot ? Yes / No.

Signature of Magistrate (when present)/Gazetted Officer

Court : .....

Signature of the Investigating Officer.

Rank : .....

Witness 1) ..... Signature Witness 2)..... Signature

11. Circumstances/grounds for seizures:
12. The above mentioned properties were seized in accordance with the provisions of law in the presence of the above said witnesses/** and a copy of this seizure form was given to the person/the occupant of the place from whom seized.
13. The following properties were packed and/or sealed and the signature of the above said witnesses obtained thereon or on the body of the property. (Attach a separate sheet, if necessary).

Sl. No.	Property	Indicate whether Signature obtained on the packet or on the body of the property
1	2	3

Signature of the person from whom seized (if present) Specimen of the seal as given here:

Signature of the Investigating Officer.

Witness – 1 Signature…… Name.....

Witness – 2 Signature…… Rank / No.....

Place…… Date ……

In case the property seized from such a place that no receipt is required to be given to anybody this portion of the sentence should be struck off.

5. Charge sheet/case disposal report form (Form No. 69). This form should be filled up after the case is charge sheeted or after a referred report is submitted to the court.

FORM - 69

(IIF No. 5) Order No.480-1,480-2,481,482,487 & 609-5

CHARGE SHEET / FINAL REPORT

(Under Section 173 Cr.P.C.)

In The Court of …….....

1. *Dist.……...…….*PS……...…...……*Year.……*FIR No. …….Date..……
2. Final Report/Charge Sheet No……..
3. *Date..……...……..
4. i) *Act……..*Sections…….
   ii) *Act……..*Sections…….
   iii) *Other Acts & Sections……

5. *Type of Final Form/Report: Charge Sheet / Not Charge Sheeted for want of Evidence/FR True, Undetected / FR True, Untraced / FR True, Offence Abated / FR Un-occurred (Tick applicable portion)

6. If F.R. Un-occurred: "False/Mistake of Fact/Mistake of Law/Non-cognizable/Civil Nature (Tick applicable portion)

7. *If Charge Sheet: Original/Supplementary……

8. Name of the I.O…… Rank……..No…… (at the time of Charge Sheet)

9. (a) Name of the Complainant/Informant……
   (b) Father's/Husband's Name……

10. Details of Properties/Articles/Documents recovered/seized during investigation and relied upon (separate list can be attached, if necessary)

Sl.No.	Property Description	Estimated Value(in Rs.)	P.S. Property Register No.	From whom/ where Recovered (or) Seized	Disposal
1	2	3	4	5	6

11. Particulars of accused persons charge-sheeted: (Use separate sheet for each accused):

Sl.No.1

(i) *Name……. Whether verified…….

(ii) Father's/Husband's Name……

(iii) Date/Year of Birth……

(iv) Sex

(v) Nationality

(vi) Passport No.....… Date of issue…… Place of issue……

(vii) Religion……\

(viii) Whether SC/ST/OBC……..……

(ix) Occupation

(x) Address……..Whether verified……

(xi) *Provisional Criminal Number

(xii) *Regular……. Criminal No. Criminal No. (if known)

(xiii) *Date of Arrest

(xiv) *Date of release on bail

(xv) *Date on which forwarded to Court

(xvi) *Under Acts & Sections

(xvii) *Details of bailers/sureties and Address

Name ..... Father's Name..... Occupation ..... Address.....

Identification .....

(xviii) *Previous convictions with case reference

(xix) *Status of the accused:

Forwarded/Bailed by Police/Bailed by Court/in Judicial Custody/Absconding/ Proclaimed Offender: (Tick Applicable portion)

12. Particulars of accused persons – not charge sheeted (suspect) : (use separate sheet for each accused)

Sl. No. 1 (i) *Name……. Whether verified ……

(ii) Father's/Husband's Name ……..……...

(iii) Date/Year of Birth…….

(iv) Sex……..……

(v) Nationality ……..

(vi) Passport No……Date of Issue…… Place of issue……

(vii) Religion……

(viii) Whether SC/ST/OBC……..

(ix) Occupation……Address…… Whether verified……

*Provisional Criminal No……

(xii) *Suspicion Approved: Yes./No

(xiii) *Status of the accused (Suspect):

Bailed by Police/Bailed by Court/In Judicial Custody/Not Arrested……

(xiv) Under Acts and Sections……

(xv) Any Special Remarks including reasons for not charge sheeting.

13. Particulars of Witnesses to be examined:

Sl. No.	Name	Father's/ Husband's Name	Date / Year of Birth	Occupation	Address	Type of evidence to be tendered.
1	2	3	4	5	6	7

14. If F.I.R. is false, indicate action taken or proposed to be taken U/s. 182/211 I.P.C.

15. Result of Laboratory Analysis:……

16. *Brief facts of the case (Add separate sheet, if necessary): ……

17. Is acknowledged Copy of "Notice to Complainant" attached ? Yes/No Date....

18. Despatched on ……

Forwarded by Station House Officer/ Officer-in-charge

Name……

Rank……No…….

Signature of the Investigating Officer submitting the Final Report/Charge Sheet

Name……..…….

Rank……..……No……

6. Court disposal form (Form No. 83). This form is to be submitted after the trial court either by way of conviction, acquittal or discharge disposes off the case.

FORM – 83 **See Order.No.609-6**

COURT DISPOSAL FORM (u/s 173 CrPC)

(IIF.6)

*IN THE COURT OF……..

1. Dist…… P. S. ……...Year……*FIR No./Proceeding No……..* Date……
2. Charge Sheet No…… Date ……..
3. *Judicial File/Court Case No……
4. Acts & Sections of the Law:
5. *Date of framing charge in Court……
6. *Type of Case: Summon/Warrant…….
7. Date of Judgment……
8. Name(s) of the Prosecutor……
9. Details of Court Disposal in respect of all adult accused persons:

Sl. No.	Name of the accused	Provisional Criminal No.	Regular Criminal No.	Type of Disposal	Acts & Sections of Law under which convicted	Type of Punishment	Period of Punishment	Amount of Fine	Period of Bond	Amount of Bond	Finger Print Taken(Y/N)
1	2	3	4	5	6	7	8	9	10	11	12

10. Details of Court disposal in respect of Juveniles:

Sl. No.	Name of the accused	Provisional Criminal No.	Regular Criminal No.	Type of Disposal	Acts & Sections of Law under which convicted	Type of Punishment	Period of detention/ care	Amount of Fine	Name & Address of the Special Home/Juvenile Home / Observation House to which sent	Finger Print Taken(Y/N)
1	2	3	4	5	6	7	8	9	10	11

11. Reason of Acquittal……..

12. Other Comments/Strictures passed by the Court. Signature and

13. Whether Appeal preferred. Yes/No. By State / Accused. Name of the P.P./ APP Preparing the Memo. Date:……

7. Result of appeal form (Form No. 84). This form is sent after the Appellant Court disposes off the appeal.

FORM - 84. **Order.No.609, 609-7 and 746-7.**

(IIF.7)

RESULT OF APPEAL FORM

*IN THE COURT OF …….

1. Dist……P.S, ……Year .....…….FIR No./Proceeding No……*Date……
2. Charge Sheet No……. Date……
3. *Judicial File/Court Cases No……..
4. *Appellant Party……State/Accused/Complainant……
5. *Appeal No……..
6. *Date of Appeal……..
7. *Date of Judgment……..

8. *Particulars of the results of Appeal in respect of the Adult Accused Persons:

Sl. No.	Name of the accused	Provisional Criminal No.	Regular Criminal No.	Acts & Sections of Law under which convicted	Result of Appeal	Type of Punishment	Period of detention/ care	Amount of Fine	Period of Bond	Amount of Bond
1	2	3	4	5	6	7	8	9	10	11

9. The columns showing "Acts and Sections of Law" onward should be filled up only in case when there is change in punishment in case of conviction or when acquittal is set aside, both in respect of adults and juveniles.

Particulars of the results of appeal in respect of Juveniles :

Sl. No.	Name of the Accused	Provisional Criminal No.	Regular Criminal No.	Acts & Sections of Law under which convicted	Result of Appeal	Type of Punishment	Period of detention/ care	Amount of Fine	Name & Address of the Special Home/ Juvenile Home/Observation House to which sent
1	2	3	4	5	6	7	8	9	10

10. Any Notable observations of the Appellate Court on the Investigation/ Prosecution/Lower Courts

11. Other Comments/Strictures passed by the Court.

12. Remarks, particularly in regard to further appeal, if any.

Signature and Name of the Preparing the Memo

P.P./APP…….

8. Automobiles form (Form No. 85). This form should be used on information submitted when any of the vehicles are seized, recovered, stolen or involved.

FORM - 85 **See Order No.609-8**

DETAILS OF AUTOMOBILE SEIZED/RECOVERED/ STOLEN/INVOLVED

District……*P.S. ……*Year……..*FIR No…….. * Date……

Type of Automobiles	Estimated Value	Make	Colour	Model Year	Registered Number	Chassis Number	Engine Number	Stolen Recovered /Seized/ Involved	*Belonging to Victim/accused or abandoned	*Insurance Certificate Number	*Name of Company
1	2	3	4	5	6	7	8	9	10	11	12

Witness 1) ..... Signature

Witness 2) ..... Signature

Signature of Investigating Officer

Name..... Rank .....

9. Cultural property form (Form No. 86). This form should be used when any of the properties, art pieces, idols and other property of historical or cultural value is seized, recovered, stolen or involved.

FORM - 86 **See Order No.609-9**

DETAILS OF CULTURAL PROPERTY
SEIZED/RECOVERED/STOLEN/INVOLVED

District……*P.S. ……*Year……..*FIR No…….. * Date……

Sl.No.	Type	Material used	Nomenclature	Height in Cms.	Breadth in Cms.	Depth in Cms.	Weight in Kgs./Grams.	Age AD/BC	Estimated Value in Rs.	Special Features	Special Features	Special Features	Stolen/ Recovered/ Seized	Photo Graphs Collected	ASI Certificate No.	Insurance Certificate No.and name of the Company
*1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11	*12	*13	*14	*15	*16	*17

Witness 1) ..... Signature

Witness 2) ..... Signature

Signature of Investigating Officer

Name..... Rank .....

10. Recovery of identifiable numbered or unnumbered properties form (Form No. 87). This should be used when any of the identifiable numbered or unnumbered general properties including firearms are seized or stolen or involved.

FORM - 87 **See. Order. No. 609-10.**

DETAILS OF IDENTIFIABLE NUMBERED OR UNNUMBERED GENERAL PROPERTIES INCLUDING FIRE-ARMS SEIZED/RECOVERED/ STOLEN/INVOLVED.

District……P.S. ……*Year……..*FIR No…….. * Date……

Sl.No.	Type of Property	Estimated Value	Quantity	Make	Model Bore	Number	Special Marks of Identification	Country of Origin	Stolen Recovered/Seized / Involved	Belonging to Victim/Accused or Abandoned	Insurance CertificateNumber	Name of Company
1	*2	*3	*4	*5	*6	*7	*8	*9	*10	*11	*12	*13

Witness 1) ..... Signature

Witness 2) ..... Signature

Signature of Investigating Officer

Name..... Rank .....

a. DTRB (District Traffic Records Bureau) proforma mentioned in Chapter 40 (Vol - I Part III) should be documented by SHO. The additional terrorist Details Form, should be utilised to furnish the information relevant as per the classification given in the Codebook in respect of offences committed by the terrorists.

b. The above forms are intended to enable the data to be computerized by the DCRB / CCRB / RCRB / DTRB / CTRB and the SCRB for use in the prevention and investigation of crimes. As all the Police Stations / Circles / Sub Divisions / Districts / Commissionerates are net-worked in Jan 2009, all the crimes - criminal data should be updated in AP Police Intranet (e-COPS) besides maintaining a manual register. The SCRB or DCRB / CCRB / RCRB / DTRB / CTRB will provide information to the Districts / Police Stations when requested or on their own. The SHO shall go through AP Police Intranet to short-list possible suspects from the existing data. While sending the Integrated Investigation Form to the DCRB the SHOs and IO should ensure the same data is entered in the crime records of the station in appropriate columns using the classification available in the Crime Code book as well as in this Chapter, Order 587.

Entries in Village Secretariat Registers

610-1. Village Revenue Officer (VRO) is entrusted with the village police functions shall maintain registers, records and send reports to the SHO of the area police station in the manner prescribed herein. The nature of entries to be made in each register are also indicated below:

2-A. **Village registers of Known Depredators and suspects:** The names of History Sheeted persons and suspects may be entered in this register at the discretion of the SHO. The police and Village Revenue Officer (VRO) shall watch such persons. It shall be obligatory upon the concerned VRO to report movements of such persons to the police station.

B. **Village Crime Diary**: A daily chronicle of events of police interest shall be recorded in this Register. The entries shall include movements of suspicious persons, strangers, cognizable or non-cognizable cases reported, suspicious deaths, disposal of dead bodies, liaison with local police, visits of police to the village - assistance rendered and the reports made to the police;

C. **Copies of reports sent to police station/OP**: All copies of reports particularly communicating any information or cognizable case should be kept as one separate file indicating the method of reporting and how dispatched and the name and designation of police officer who received it.

D. **List of ex-convicts in the village:** The names of all ex-convicts whether convicted in the cases of the concerned police station or in other police stations should be entered in this Register.

E. **The names of Foreigners:** The names of Foreigners who are residing in the village, their nationality passport number, Cell number, copy of the Registration Certificate (RC) / Residential permit (RP) issued by the SP/CP (who are Foreigners Registration Officers (FROs) and the work being done by them should be indicated.

F. **List of strangers**: The names of all new persons who have come to the village for a long stay or settled in the village, their avocation and activity may be noted. In case of any suspicion the matter should be reported to the police station.

G **List of missing persons**: The names of all persons of the village who are absent for a long time and whose whereabouts are not known to the relatives should be noted and reported to the police station.

CHAPTER 34

Police Station - Functions and Management

611-1. There are eight categories of police stations, as given below, notified by the Government under section 2(s) of Cr. PC. Such a notification confers certain powers and responsibilities on the police in respect of the notified area. CID is declared as a Police Station.

A. L&O Police Station (P.S);

B. Detective Police Station (D.P.S) or Crime Police Station;/

C. Central Crime station (CCS)

D. Coastal Security Police Stations (Marine Police Stations)

E. Traffic and Highway Police Station(Tr.PS)

F. Railway Police Station (R.P.S);

G. Women Police Station (W.P.S) Empowered to register cases / Issue of FIRs in harassment / dowry harassment cases (Vide G.O. Ms No 412 Home (PSC) Dept., dated: 25.09.2009)

1-A Police stations are classified as A,B,C,D,E,F, (vide Memo Rc. No. 83/PL)

The Head of Police Force (HoPF) shall categorise Police Stations as A,B,C,D,E,F depending upon crime, Law and Order, extremist activities and other related problems and the number of cases registered per annum, in consultation with Unit offiers.

(G.O. Ms No. 257, Finance (SMPS) Dept., dt : 18.10.2007 of Govt. of AP

G.O. Ms. No. 281 Home (SER-III) Dept., dated: 20.11.2007 of Govt. of AP

2. All the Police Stations are responsible for all the police functions. Except in municipal towns the police stations established in all parts of the State carry out all the police functions including law and order, crime detection and investigation. But in some municipal areas and metropolitan cities separate police stations are established for law and order and crime investigation, and therefore, each police station will carry out their respective functions allotted to them. Likewise women police stations have specific functions given to them.

3. The law and order police stations referred in PSO 611-1-A are classified into three types depending on the areas in which they are located.

   A. City Police Stations

   B. Town Police Stations

   C. Rural Police Stations

4. These police stations are normally provided with about 75, 45, and 20 police officers of all ranks respectively.

5. Police out posts with a strength of about 8 police officers are established at certain locations to ensure police presence, easy accessibility to public, and to deal with the trouble in the area quickly. Armed out posts or check posts of varying strength are set up to meet certain situations. The out posts or check posts are attached either to local Police Station or traffic Police Station.

6. The detective police stations are established in all grade "A" municipal towns including metropolitan cities. They have powers and responsibilities of a police station and are specially meant for detection and investigation of crimes other than offences relating to law and order.

7. In "A" grade municipalities and in metropolitan cities separate law and order Police Stations are established to deal with the cases of law and order, maintenance of peace, detection and investigation of offences arising out of law and order.

8. In all District Head Quarters and in all metropolitan cities, Central Crime Stations are established to deal with important and sensational crimes. It is a wing of the district police in the districts and a wing of Commissionerates in cities.

9. Traffic police stations are established in all important towns taking the traffic needs and population into consideration. This wing functions under the district police.

10. In view of the increase in the incidence of crime and accidents on the Highways, Highway crime controlling police stations are being established with all necessary infrastructure facilities for prevention and detection of accidents and crimes on the Highways. A separate scheme is being prepared for organising this wing.

11. Railway Police Stations have jurisdiction over railway premises and railway lines including running trains comprising of certain districts in continuity. Their functions are detailed in the Chapter "Railway Police".

12. In all important towns and in all places of need, women police stations are established in addition to law and order and detective police stations to investigate cases of harassment and cruelty against women. These police stations also provide women police officers in cases of searches of places and persons of women and to escort women prisoners. The other police stations can also take the assistance of these women police officers when women police are not provided to those police stations while above duties are carried out.

13. All these specified police stations carry out their specific functions for administrative convenience but all police stations are vested with all the functions of police. Therefore, all police stations irrespective of jurisdiction shall not refuse to entertain any cognizable complaint. They shall register forthwith and transfer the same to the concerned police stations. Refusal to register a cognizable case shall be treated as a criminal misconduct on the part of that police station SHO and refusal to register crime u/s – 326A, 326B, 354, 354 B, 370, 370 A, 376, 376 A to E and 509 IPC constitute a Criminal offence where the concerned are liable for criminal action u/s 166 A IPC with imprisonment for not less than six months which may extend to 2 years. SHO, irrespective of Jurisdiction, is mandated to register case, investigate and transfer to Jurisdictional Police station.

14. SHO shall take action against Hospital management (Private / Public, Central/ State Govt.,) u/s 166 B IPC for failure to treat victims of offences u/s 326 A, 376, 376 A to E IPC which are mandated u/s 357 C Cr.PC.

15(1).Duties of Coastal Security Police Stations:

Coastal Security Police will be engaged in policing the territorial waters with a view to enforcing the Special and Local Laws including the provisions of IPC as per the provisions of Cr PC, 1973 and providing a sense of security to the nation.

a. Search and seizures in respect of trawlers, vessels, fishing boats and to apprehend persons involved/ Suspected to be involved in drug trafficking, explosives, contraband goods, arms and ammunition, dangerous materials, smuggling of and trafficking in human beings etc., in contravention of Law in order to prevent these unlawful activities.

b. Investigating criminal cases registered either by concerned Coastal Security Police Station or being handed over by such agencies like Coast Guard, Navy, Customs and Department of fisheries etc., in such situations, the investigation will be conducted as per the police standing Orders of the concerned State and the Law relating to investigation as applicable.

c. To develop and collect intelligence in order to prevent landing of arms & ammunition, explosives and other contraband and unauthorized entry of vessels and persons etc. (especially of Foreign origin).

d. To keep surveillance over the villages, roads, highways, landing points, jetties, resorts, hotels, lodges and restaurants.

e. To co-operate with other agencies like Navy, Dy. Director general of Light houses and Light ships Vishakhapatnam, Customs, Coast Guard and Intelligence wings to prevent and detect unlawful activities.

f. To render need based assistance to Indian Coast Guard, Customs and Department of fisheries and tourism.

g. Organizing search, salvage and rescue operations whenever, the need arises.

h. To take steps to preserve Maritime Environment and to prevent maritime pollution.

i. To have frequent contact with fishermen and others engaged in the sea related trade and business activities to ensure smooth contact thereof.

j. To assist the district/ State authorities in Disaster Management especially when it relates to sea.

k. Preventing as well as dealing with oil spills and spills of toxic substances on Territorial waters in collaboration with other agencies.

15(2). Gilakaladindi as Nodal Coastal Security Police Station for Investigating offences committed in Exclusive Economic Zone.

In excercise of the powers conferred by section 13 of the Territorial Waters, Continental Shelf, Exclusive Economic Zone and other Maritime zones Act 1976, the Central Government empowered the Gilakaladindi Coastal Security Police Station located in Machilipatnam of Krishna Dist. for the purpose of investigating the offences committed by any person under the provisions of any Act as so extended to the Exclusive Economic Zone (200 nautical miles from the base line of the coast in to the sea) u/s 7(7) of the said Act.

LIST OF COASTAL SECURITY POLICE STATIONS IN ANDHRA PRADESH.

[974 KMs of coastal line with 592 fishing villages with jurisdiction up to 12 nautical mile (1 Nautical mile =1.852 Kms.) in the sea earmarked vide GO Ms. No. 59 (Home PS & C) Dept., dt. 28-2-2014 of Govt. of AP]

Sl. No.	Name of CSPS (Coastal Security Police Stations)	Name of Local L & O PS	District	GO. No. with date.
1.	Kalinga Patnam CSPS	Gara PS	Srikakulam	GO.Ms.No, 353.finanace (SLPC) Dept, dt. 30-12-2006
2.	Ekkuru CSPS	Baruva PS	Srikakulam	GO.Ms.No, 74.finanace (SLPC) Dept, dt. 24-03-2012
3.	Bhavana Padu CSPS	Nawpada PS	Srikakulam	Do
4.	Chintapally CSPS	Pusapatirega PS	Vizianagaram	Do
5.	Vishakhapatnam Port CSPS	Visakhapatnam City, I town PS	Vishakhapatnam city	do
6.	Rishi konda CSPS	Visakhapatnam City -PM Palem,PS	Vishakhapatnam city	do
7.	Pudimadaka CSPS	Achutapuram PS	Vishakhapatnam (rural)	do
8.	Rajaiahpeta/ (PENTAKOTA) CSPS	Payakarao Peta PS	Vishakhapatnam (Rural)	Do
9.	Vakalapudi CSPS	Kakinada Port PS	East Godavari	GO.Ms.No, 353.finanace (SLPC) Dept, dt. 30-12-2006
10.	Vodala Revu CSPS	Allavaram PS	East Godavari	G O Ms.No, 74.finanace (SLPC) Dept, dt. 24-03-2012
11.	Antarvedi Palem CSPS	Sakinetipalli PS	East Godavari	Do
12.	Gilakala Dindi, CSPS	Machilipatnam Town PS	Krishna	GO.Ms.No, 353.finanace (SLPC) Dept, dt. 30-12-2006
13.	Golla Madugu /PALAKAYA TIPPA , CSPS	Koduru PS	Krishna	GO. Ms.No, 4.finanace (SLPC) Dept, dt. 24-03-2012
14.	Varala Gundi/ TIPPA, CSPS	Kruthivenu PS	Krishna	do
15.	Surya Lanka , CSPS	Bapatla Rural PS	Guntur	GO Ms.No, 353.finanace (SLPC) Dept, dt. 30-12-2006
16.	Nizam Patnam, CSPS	Nizam Patnam PS	Guntur	Do
17.	Kotha Patnam, CSPS	Kotha Patnam PS	Prakasham	GO Ms.No, 74.finanace (SLPC) Dept, dt. 24-03-2012
18.	RAMAIAH PATNAM / Palle Palem , CSPS	Ulavapadu PS	Prakasham	Do
19.	Dugaraja Patnam, CSPS	Vakada PS	Nellore	GO.Ms.No, 353.finanace (SLPC) Dept, dt. 30-12-2006
20.	Sri Hari Kota, CSPS.	Sri Hari Kota PS	Nellore	GO Ms. No. 74.finanace (SLPC) Dept, dt. 24-03-2012
21.	Isuka Palle	Alluru PS	Nellore	Do

Notice Board and Police Station Name Board

612-1. Every Police Station and Outpost shall have a display notice board, with phone Nos. of PS / SHO, one metre square, in the Station premises, but outside the building so as to be accessible to public who come to the police station, to display the notices of persons wanted, rewards offered, and other information which can be seen by the public. The notices or bills displayed should be sufficiently bold, clear and legible. On the national highways and State highways the P.S limits with phone numbers of the (i) P.S., (ii) SHO, (iii) CI of police shall be mentioned in reflecting paint.

2. The name of every law and order police station, Coastal Security Police Stations, detective police station, central crime station, traffic police station, railway police station, Women Police Station, and outpost shall be painted in blue and white combination, i.e., dark navy blue on white background in Telugu, with English and Hindi on either side below on a wooden/plastic/ metal board, with the telephone/ mobile number, land line number and e-mail address of the Police stations This board should be prominently displayed in front at the entrance of the station house. In addition, a board bearing on both sides of it, the words "POLICE STATION" in red on white background, in Telugu, Urdu, English and Hindi in Districts where Urdu is second official language and in Telugu, English and Hindi elsewhere, should be fixed to a post on the road side in front of the station so that people moving in either direction of the road are in a position to identify the location of the police station.

3. These boards should also carry the telephone number of police station, with control room number, emergency services numbers 100,108, with the phone numbers of concerned PSs, SHO, CI and the distance/direction from the point.

4. Similar boards should be displayed at outposts.

5. The patterns of the boards should be as indicated in the chart enclosed to this Chapter. No fancy boards are permitted, but neon signs or proper lighting is permissible. The colours mentioned above should not be changed.

6. As every SHO is designated as Child Welfare Police Officer vide G.O. Ms. No. 12, Home(Services-I) Dept., dt: 11.02.2016, the SHO designation board should have "SHO" and "Child Welfare Police Officer".

SHOs of Police Stations

613.1.The internal management of a police station includes man management, management of the equipment and buildings, management of crime, peace and order in the area, maintenance of records, public relations and co-operation with maithri committees, liaison with village secretaries, and other departments of the Government. The SHO as the head of the police station is responsible for building up of the image of the police by maintaining good public and community relations and at the same time maintaining discipline in the subordinate staff. The functions, duties and responsibilities of SHO who is either an Inspector or SI shall, in addition to duties detailed in Chapter 5, be as follows:

a. Supervision of the allotted work and duties of general and beat detachments;

b. Data entry of FIR (IIF No.1) to charge sheet (IIF-5) and Court Disposal Form (IIF6) Result of appeal Form (IIF7) and 4 other Forms (PSO 609).

2. Maintenance of discipline of the police officers of all ranks;

3. Conduct of drill, physical training and inspection of the kit personally;

4. Holding of training classes and implementation of on-the-job training programmes and catechism;

5. Scrutiny of records of each beat, check of night beats twice a week and personal patrol,

6. Supervising those on duty in his jurisdiction when not dealing with a situation.

7. Visit the detective police station and central crime station, if any, frequently, meet and extend support and co-operation to his counterparts in those stations;

8. Make all police and bandobust arrangements for public gatherings, fairs, festivals, processions, on a proper assessment of the situation each time;

9. Observe every Monday as grievances day (C.O. Circular No.4037 / C- 3/2012, dated: 19.07.2012).

10. To post a trained women PC/ Women HG at the reception desk (C.O. Circular No. 80/M3/2013, dated: 11.02.2013).

11. SHO should send monthly performance report of PCs/HCs/ASIs (Form.11) to the Inspector of Police / SDPO for grading / rewarding /communicating the concerned.

12. communication of information by fastest means of all important or sensational events to the ACP/DSP and SP/DCP concerned, using cell phones / SMS/ e-mails etc.

13. Acquire intimate knowledge of the area and its problems, the unruly elements and population in general.

14. Take timely and appropriate preventive action and for the effective control of the bad characters and persons from whom breach of peace is anticipated by effective use of sections 107 to 110 of the Cr.PC and other laws;

15. Arrange effective beat system and patrols to prevent offences and to collect information.

16. Build and maintain good public relations.

17. Organize and maintain liaison with the Community Contact committees in various localities and enlist their participation, co-operation and support in the functions of the police.

18. Advise, instruct and support the police officers of the beat area to build and maintain similar liaison with the Community Contact committees and their members.

19. Checking of all guards, VIP guards, sub jail guard, escort etc.

20. Direct ' aggrieved persons' of Domestic violence to the Protection Officers (PDs of Integrated Child Development Scheme are designated as protection officers vide GO.Ms.22 dt 9-11-2006 of WCD, CW and DW Dept.) at District head quarters for filing D.I.Rs (Domestic Incident Report) for securing (i) Protection order (u/s 18 DV Act) (ii) Residence Order (Sec.19), (iii) Monetary Relief Order (Sec. 20), (iv) custody order (Sec.21), (v) Compensation order (Sec. 22) (under Protection of Women from Domestic Violence Act, 2005) Revenue Divisional officers (RDOs / SDMs) are also designated as protection officer vide GO. Ms No. 314 Revenue section - I dept. dt. 1-3-2008.

614. Functions and duties of SIs who are not SHOs :

Where the SHO is an Inspector, the SIs shall have the functions and duties as shown below in addition to their duties detailed in Chapter 5.

1. To be in-charge of 3-5 beats/Sectors or general detachments of Police Station;

2. To be in-charge of general or traffic detachment or station administration including guards as allotted by the SHO Inspector;

3. Responsible for direct supervision, guidance and leadership in the field as well as in the Police Station to the police officers attached to the beats or the detachments committed to his care;

4. Maintenance of all records and diaries prescribed for various segments of the Police Stations of which he is in charge;

5. Maintenance of station house general diary in the absence of Inspector SHO;

6. Investigation of cases; and court case Monitoring (Investigating Officers and Prosecutors committing wilful negligence face disciplinary action as per judgment in *State of Gujarat Vs Kishan Bai Supreme Court Civil appeal No. 1485/2008, dt: 7.1.2014.)*

7. Prompt visits to the scene of offence, or trouble, preservation of the scene and handling of the situation;

8. To keep SHO informed of all work, situations and duties performed from time to time.

9. Any other duty ordered to be performed by the SHO;

Manpower Resource Utilization – Police Stations (Law and Order)

615-1. Trained manpower is an important resource of the police. It should, therefore be utilised in the best possible manner and to the best advantage. Training and skill building being an important component, the standard of these should be maintained at a high level by regular catechism, classes, on-job training and self improvement. Each PS undoubtedly requires a minimum working strength but that cannot alone improve efficiency. Using in - house training in imparting knowledge, skills, attitudes and positive behavioural responses is important to improve the manpower.

2. The personnel in the PS having different skills, knowledge, resourcefulness, attitudes should be utilised to the optimum, deriving utmost benefit to the organisation. This will also add to the self esteem and confidence of individual officer. It is for the SHO and other supervising officers to give necessary push for the optimum utilisation of such skills.

3. SHO should constantly interact with the HGs, /PCs/HCs/ASIs and take up capacity building exercises.

Schedule of Training and Instruction:

616-1. To keep the personnel well trained, up-dated and physically fit the following schedule for physical exercises, drill and instructional classes is prescribed

for all the police stations. SHO should plan in advance with relevant information and all Circular Memos to be placed in the Notice board.

Monday and Tuesday : Briefing, catechism, Data entry training for all PCs/HCs/ASIs, local information including on-job training and relevant orders of police manual. A typical schedule should consist of reading and explaining a Chapter or a part of it, all-important circulars, exchange of information on crimes, absconders, arrests and properties. *History sheets updation/opening.*

Wednesday and Friday : Physical training, weapon training and drill as per module designed for police stations by the Training Branch.

Thursday and Saturday : Planning for deposit/return of case property. Cleaning and maintenance of arms, equipment, vehicles and weeding out of records. Shramadan for the up-keep of the PS, buildings, areas and grounds and police quarters, complexes. All police officers irrespective of rank present shall participate. Short-listing of compoundable cases fit for Lok Adalat.

One month fitness programme for those who are above 85 Kgs. weight (C.O. Circular Rc. No. 24/M3/2012, dated: 22.06.2013)

2. If one of the days assigned for physical exercises and drill happens to be a holiday, drill may be held on the next working day in addition to the programme of work for that day. Every member of staff of the PS should so regulate their duties that they attend parades regularly.

3. All the staff including the station writers, except those who are given a day or 24 hours off as prescribed or who were on night beat or patrol duty the previous night, shall be required to attend the above schedule.

Allocation of Duties :

617-1. Duty shifts to be adopted in Police Stations shall be either of the two models given below:

	I	II
First shift	0800-1400 hours	0700-1300
Second shift	1400-2200 hours	1300-2100
Third shift	2200-0800 hours	2100-0700
General shift	0800-1600 hours	0700-1500

The first model is recommended for all City and Town Police Stations and the second for all Rural and Semi-Urban Police Stations. The SP may adopt

model II for all Town Police Stations also in the district and model I for all Rural and Town Police Stations. But adopting model I for some Town PSs and some Rural Police Stations or model II for some Rural Police Stations and some Town Police Stations in the same district is forbidden.

2. These working hours are intended for the personnel during normal days in the police station headquarters, but not to those who go out of headquarters on beat or other duties.

3. The general shift from 0800 hrs to 1600 hrs is applicable for the staff with fixed day duties like the Station Writer and others on general duty. They should be given weekly off for a day. They can be utilised for any emergency duty during the night or day. The Police Officers earmarked for beat can be utilised for duties connected with breach of peace or other situations anywhere in the Police Station area if such deployment is justified and called for with the permission of the Sub-Divisional Police Officer or ACP. Under no circumstances they should be withdrawn from the beat for more than 10 working days in a month. Even while making arrangements for peace and order duties of a widespread nature within the Police Station limits, they should be deployed as far as possible in their beat areas which will not count as withdrawal from the assigned beat.

4. There may be contingencies when there is need for night patrolling on almost all nights in all the beat areas whether in a rural police station or a town police station or an outpost. In such contingencies where night patrolling is needed for long duration, the following table may be adopted after dividing the entire strength into three sections. Even in such contingencies the constables earmarked for the beat should be sent on night patrolling in their beats only along with the other personnel. This ensures maximum availability of manpower without disturbing the hours of duty or need for emergency mobilisation. It is only once every fourth day that there may be shortage to send night patrolling in all the beats but mobile patrolling and home guards would be available for such contingencies and they should be used so that there will not be any disruption in the patrolling to be organised every night.

Relief	Hours	Sections on duty for four days			
		(1)	(2)	(3)	(4)
First	0800-1400	A	B	C	D
Second	1400-2000	B	C	D	A
Third	2000-0800	C	D&A	A&B	B&C

Note:- The hours of duty as given in Order 617-1 above may also be adopted at the discretion of the Superintendent of Police/Commissioner of Police.

Off Duty :

5. Police Constables and other Police Officers should have a clear day off once a week. The SHO will announce every evening, when duties for the next day are detailed as to who will be off duty the next day. The day off need not necessarily be a calendar day. But it is necessary that each officer is allowed a clear and continuous 24 hours off.

6. No officer who is off duty shall leave the headquarters without prior permission. He should leave information in his residence or with neighbour or the nearest police station as to his whereabouts if he leaves his residence and proceeds to any place within the village or town/city.

7. On certain occasions weekly off may not be given or normal spell of 8 hours a day may exceed. In emergencies or due to exigencies of situation the personnel may have to be kept mobilized in a Police Station or at any other place. To cover all such contingencies compensation as admissible to all ranks up to Sub Inspector of Police may be made. This does not mean that the police personnel are kept mobilized or utilized for extra hours and not given weekly off on some ground or the other.

G.O. Ms. No. 187 (Fin.) dt. 29.6.79.

8. The legal obligation of 24 hours deemed to be on duty should not be interpreted to mean that every police person can be on duty indefinitely for days together for any length of time. The following guidelines should be borne in mind on this subject.

   A. Police as a body are on duty all the time;

   B. A Police Officer who is off duty has certain obligations as set out in Chapter 6;

   C. All Police Officers are obliged to forego weekly off and work longer than 8 hours when there is a serious emergency. For example if, an officer leaves a task on hand abruptly at the end of 8 hours shift, it will result in serious prejudice to a case or injury to persons or disappearance of evidence, continuation of disorder etc.;

   D. All police work deals with emergencies in a way. Hence normal duties should not be interpreted as emergencies warranting mobilization;

E. Inadequacy of man power at times may be due to absence of advance planning, or adequate intelligence. If this is rectified, things can be managed in time with available man power.

F. The responsibility to ensure that emergency mobilization is kept at a bare minimum shall rest with SHO, SDPO and SP or DCP.

9. To enable SHOs to discharge their responsibility effectively the following guidelines are issued.

a. Make an assessment for manpower needs at the beginning of the year for such occasions as fairs, festivals and other bandobusts in the light of past experience likely nature of trouble and general information (See Chapter 15).

b. Collect advance intelligence as to the exact nature and spot of trouble in respect of agitational activity and provide for bandobusts at the most troublesome locations. In case the agitation is widespread throughout the district or the state, no additional strength would normally be available. Hence the available resources should be used to the maximum advantage.

c. If the police station strength is drawn for some other duty outside, mobilisation of the existing staff may be effectively chalked out.

d. Stationary pickets consume a lot of manpower. Make the pickets mobile to cover an area with a fixed reference point.

e. In emergency, in the case of a law and order problem, no ceremonial guard should be mounted for any functionary by the civil police. Only security arrangements as per requirements, information and specific orders, if any, should be made. No route-lining or road bandobust should be made except what is normally provided. If the situation requires the SHO may follow the functionary purely as a security requirement and not as a ceremony.

f. Utilise the beat area constables as far as possible for any arrangements or for collecting information in their areas and do not disturb them from their beat area.

g. Avoid sending messengers where telephonic or other means of communication serve the purpose. As all the Police Stations are networked documents can be scanned and sent to the concerned through AP Police intranet.

h. Plan allocation of duties, bandobusts personally and do not repeat mechanically some existing scheme. Officers should rationalize the man power requirement. Dumping of Police Force need to be avoided

i. Utilise home guards, special police officers and other volunteers to make up the numbers for dealing with large gatherings. Solicit co-operation of maithri committees.

j. Guard officers are also entitled to have 24 hours off in a week. This order may be considered to have been complied with, if clear and continues 24 hours "off duty" is allowed to a guard officer on any day in a week.

k. The weekly off is intended to give the police officers a day's rest every week. This facility should not be denied without sufficient reason. Any disregard of these instructions by SHOs should be viewed seriously by supervisory officers.

l. Emergency Mobilization / Disallowing weekly off : Prior permission in writing is necessary from the authorities indicated in Column (5) below for emergency mobilisation beyond two days or disallowing weekly off more than once in a month. The days referred to in columns (1) and (3) below are the total in a month and those in columns (2) and (4) below are cumulative in a year, irrespective of whether broken or continuous.

Mobilization		**Disallowing weekly of**		**Authority for prior permission**
In a Month (1)	In a year (2)	In a month (3)	In a year (4)	(5)
7 days	15 days	2 days	10 days	SP/DCP
15 days	30 days	3 days	15 days	Zonal IG/ DIGP/ CP
Beyond 15 days	Beyond 30 days	4 days	Beyond 15 days	Addl.DGP (L&O)

m. A statement in form 88 should be attached to the General Diary indicating clearly the reasons for the personnel to be on duty beyond 8 hours or not allowed weekly off or kept mobilized for days together. The superior officers are responsible for compliance of these instructions. SP and Zonal IsG, DIsGP, DCP, Jt.CP and CP should submit a monthly return in the form prescribed above personally signed by them to his next superior. The Officer receiving the statement shall scrutinize it personally and satisfy himself that circumstances existed which warranted dispensing with the weekly off or daily work exceeding 8 hours. They should also examine if their prior permission is taken for mobilization of men for emergencies as laid down above. The statements received in DGP's Office from IsGP, CPs shall be scrutinized by IGP Personnel and Addl. DGP L&O and suitable orders of DGP obtained in respect of any violation.

n. All Superintendents of Police/DCsP should personally scrutinize extra duty hours that police personnel are called upon to perform and to ensure that such duties are permitted only in rare and exceptional occasions where the personnel could not be given their weekly "off duty" in the interests of public service. All gazetted officers, including Zonal IG/DIGP and Commissioner of Police are required during their inspections, to examine thoroughly whether these instructions are being properly implemented or not.

FORM - 88 **See Order. No.617-9**

PERSONNEL MOBILISED – DISPOSITION

1. Name and Rank……

2. Last Duty Performed……...…Date……..From

3. Extension of Duty / Extra duty beyond 8 hours From…… To…...…

4. Reasons.

Signature of the Police Officer

Travelling allowance/food arrangement on deployment

618-1. Head Constables and Constables of city, town and rural stations should be allowed travelling allowance admissible under the rules, when the duty on which they are posted involves journeys.

2. Head Constables and Constables of city, town, semi-urban and rural stations deputed for bandobust duty should be provided with food and refreshments at the place where deployed at the prescribed cost by drawing feeding allowance as an advance which could be recouped soon thereafter.

G.O. Home Pol. 1/53-2, 22-3-1953.

Grant of Leave and Leave Report

619-1. Whenever a Constable, Head Constable or Sub-Inspector proceeds on leave other than casual or compensation leave, the Station House Officer should send a report in Form 89 to the Administrative Officer of the District Police Office. Instructions on the grant of casual and other leave and the procedure to be followed, registers to be maintained are detailed in Chapter 13.

2. In granting casual leave, the SHO should be impartial and the urgency of each individual case should be correctly assessed. In genuine cases of sickness the SHO should be in a position to judge and issue a sick pass-port and make arrangement for the medical treatment of the officer rather than leave him to fend for himself. The annual medical examination should be conducted without fail. To categorise A (fully fit), B (moderatly fit), C (unfit). The entries regarding the health in the small service book of the police officers should be up-to-date. The SHO is duty bound to know the health particilars of each one of the policemen and their families working in the police station.

FORM- 89 **See Order No.619-1**

LEAVE STATEMENT

District : Circle : Station :

Number and Name of the Police Officer on leave.	Date of sanction of the leave	Nature and extent of leave sanctioned.	Date of availing of the leave
(1)	(2)	(3)	(4)

This statement will be sent in by the Station-House Officer to the District Police Office directly.

Date……20…. Station House Officer.

Uniform Allowance in Cash

3. Uniform Allowance in cash is sanctioned by Government of Andhra Pradesh vide G.O.Ms. No. 175 Finance (HR.VI-TFR-A&L-TA) Department at the following rates once in a year. The Unit Officer shall arrange for payment of cash to the concerned. Station House Officers shall verify whether new uniform is acquired by the concerned.

Sl. No	Category	Existing	Revised
1.	(a) For employees belonging to uniformed services, (viz) Police, (except Grey hounds, S.I.B. Personnel, C.I.D., & District Special Branches) Prohibition & Excise, Forest, Fire & Emergency Services, Prisons & correctional services.	Rs. 2000/- p.a	Rs. 3000/- p.a
2.	(b) For the Operational Staff in "Grey Hounds" and S.I.B Units of Police Department	Rs. 5000/- p.a	Rs. 7500/- p.a
3.	(c) For the Staff in C.I.D and District Special Branches covered by G.O. (P) No. 511, Finance (TA) Department dated: 11.06.2004	Rs. 300/- p.a	Rs. 450/- p.a

Kit Inspection : It is intended to ensure that Police men are properly dressed as per Uniform issue guidelines.

4. The Station House Officer shall inspect the kits of all Head Constables and Constables once a quarter in the first week of the following month. Any Police Officer not present on the day fixed shall produce his kit on a subsequent day.

5. The SDPO/ACP should verify during their visits to Police Stations whether the kit inspections have been properly done and action taken to see that all Head Constables and Constables are in possession of their kit in full and in proper condition. Any defects noticed in the articles either in quality or manufacture should be recorded and reported to the district police office.

6. The manner of presenting the kit articles and clothing should be as per the diagram given in the AP Police Drill Manual. A copy of the diagram should be drawn and displayed in the waiting hall of the police personnel. The police officers should always place the latest issue of clothing when they present the kit for inspection.

Musketry :

620-1. Every Constable in a station is allowed 50 rounds of ball ammunition for practice half yearly (January/June) but only 35 rounds are actually fired in these two practices. The remaining 15 rounds will be kept apart for use in shooting competitions. These 15 rounds may also be used for giving additional practice to those who are not proficient. The practice firing should be conducted half yearly in the District Training Centre beginning from the 1st of January every year and completed by 30th March for all police stations in the district and for the second quarter from 1st July to 30th September. The SHO should send by turns the number of men from the police station as per the schedule drawn up and circulated every year by the SP/Addl. SP in charge of the District Training Centre. The District Training Centre i/c officer has to organise firing practice in such a manner that every week a certain number of police officers are taken to the range for completing the prescribed practices in the weapons in which they are trained as per drawn up programme. The score sheet and completion certificates should be signed by the officer in charge of the Training Centre and the copy sent to the concerned SHO. The Sub-Inspector should also participate in the firing practice along with one of the batches of the policemen of his station. The empties should be duly accounted for.

2. The practice ammunition shall be in the custody of the reserve police headquarters and issued to the District Police Training Centre as per scale for the practice firing by civil policemen of the district. The SDPO during his inspection of police stations should specifically examine if the police personnel have been sent for the practice as per the schedule drawn up by the District Training Centre. In case anyone has defaulted he should forthwith order his dispatch to complete the practice. The target practice register in Form 90, which is countersigned by the officer in charge of the District Training Centre, should be placed for inspection of the SDPO by the SHO.

3. Ammunition Account Register in C.F. 268(a) showing the receipts and issues of service ammunition should be maintained in the police station and account closed for every quarter. The practice ammunition however will not be issued to the police station as the reserve police headquarters for issue holds it during practice for the concerned Police Officer.

FORM-90 **See Order No.620-2**

TARGET PRACTICE REGISTER FOR CIVIL POLICE

					SLOW No. of Rounds..... H.P.S..... Bull	Inner	Magpie	Outer	Miss or Ricochets	Total points	SNAP No. of Rounds..... H.P.S,..... Bull	Inner	Magpie	Outer	Miss or Ricochets	Total points	RAPID No. of Rounds... H.P.S,..... Bull	Inner	Magpie	Outer	Miss or Ricochets	Total points	H.P.S..... Total Score	Merit	REMARKS: Eligibility to badge, explanation regarding persons who have not fired, transfer or receipt of persons during the year and reference to memo transferring scores.
Serial Number	Rank	Number	Name	Date of shooting																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Police Station……..Circle……..…District…….Year……..

Revolver / Pistol practice : Revolver / Pistol is a weapon of self-defence. Proper handling of the weapon is an important skills.

4. Every Inspector, Sub-Inspector, Reserve Inspector, Reserve Sub-Inspector, Assistant Reserve Sub-Inspector, every Head Constable in the Crime Investigation Department and Intelligence and Security Branch and the district police employed as a gunman, should fire 40 rounds of revolver ammunition in two spells every year (i.e January/July). The details of practices are given in the Drill Manual. This practice also should be held by the district training centre. The practice in other weapons if issued to the civil police should also be conducted by the centre every year.

Annual Renewal of Ammunition

5. The police stations should be supplied by the district reserve police headquarters with fresh stock of ammunition whenever received withdrawing the old stock for practice. This should be done in a systematic manner without fail. The SHO and the SDPO concerned should contact the SP/Addl. SP in charge of reserve police to ensure that the police station always has the required stock of the latest issue of service ammunition.

Good Shooting Badge

6. Badges for good shooting shall be awarded to the Head Constable and Constables as follows on the completion of the annual individual practices.

7. Silver badges to those who score 70 or more points out of 100 and silk badges to those who score 60 to 69 points. A gold badge will be given to the Officer obtaining the highest aggregate of marks in the Sub-Division provided the marks do not fall below the minimum required for a silver badge.

8. A badge should be worn for a year after it is awarded and should be withdrawn, if in the following year the man's score does not entitle him to wear the badge.

9. All badges other than the gold badge should be presented to the trainee as soon as the practice fire is completed by the officer in charge of the District Training Centre. The gold badges will be presented by the SP during the District Duty Meet competitions on the basis of the list furnished by the District Training Centre.

10. Proficiency in the weapon and specialisation is a necessary professional accomplishment. The SHO should, during the drill and weapon training classes, make it a point to see that the weapons are handled with skill by the men so that there is both restraint and effectiveness when called for.

Additional firing practice

11. If the SP/CP so feels that certain members of District Guard or Special teams need extra shooting practice for making them proficient in anti-terror operations, he may organize the same and duly account for the ammunition.

Development of skills - specialisation and self-improvement

621-1-A.Several skills and abilities are required for police to perform their duties in a professional manner. The personnel in the police department do have these in varying degrees spread over in a district and State and within a police station. In the rustle and tumble of day-to-day requirements the police officers tend to ignore or do not think of utilising these skills to the best advantage. Apart from utilisation, the development of skills enriches the resources of an organisation from PS level to the State level. Each type of police station require certain type of general skills/ specialized skills. Some skills are useful at all police stations. It may become necessary to pool resources and skill to handle important situations or cases in the district.

B. The SHO should personally assess each Constable, Head Constable, ASI and ascertain by talking to him the special skills (like crime prevention/ detection, handling L&O problems, interrogation/ photography/ videography, computer data entry) each one possesses and make a note of the same.

C. In the course of performance of duties by them, the SHO should observe and judge the special skills exhibited in the course of his duties of each one of them and make a suitable entry in the nominal rolls and small service books. This should be done after he confirms his opinion on the basis of the personal contacts and observation of the concerned officer. The SHOs should try and find out the skills of each person even if the men are reticent or reluctant to come out.

D. The SDPO concerned in respect of all SIs and Inspectors working in his area or under his charge take similar action and send the information through Addl. SP to SP who will arrange to have the entries made in the service record under a column "special qualifications" to be set apart for this. The IGP Personnel in DGP's office should ensure that this data gets into the personal records of officers of all ranks.

E. The level of skills should be graded as very good or good only right from the level of constable upwards. There is no need to make any entry where special skills are not existing. The normal police capabilities need not be mentioned.

2. The skills, which should find mention, are those, which are useful in practical police work like preventive action, investigation, maintenance of order etc. or support functions. Some of the special skills which are useful for a police officer are;

   a. Interrogation of suspects or accused
   b. Intelligence gathering - criminal or other forms.
   c. Anti terror operations, ambush / counter ambush
   d. VIP Security duties / Anti-sabotage/Anti-Espionage.
   e. Report writing and entries in records using computers
   f. Computer hardware maintenance and care / e-COPS
   g. Short hand or typewriting / Computer data entry
   h. Cartography / portrait Building system Observation
   i. Crowd dispersal techniques.
   j. Photo and videography / sketch drawing.

k. Driving – cum -Motor mechanic

l. Wireless, telephone operation/mechanic / sound Equipment mechanism.

m. Cordon / search / naka bandi /frisking operations.

n. Diffusion of bombs and explosives and IEDs (Improvised explosive devices)

o. Unarmed combat skills/ Yoga/ meditation.

p. Identification, lifting, packing and forwarding to FSL with letter of advice.

q. Court case monitoring and production of witnesses / accused.

r. Special knowledge and experience in specific case

s. Investigation of Juvenile Crime / or any other special crimes

t. Proficiency in language Telugu, English or Hindi or Urdu ability to prepare lesson plans and reading material

u. Training of trainers for DTCs / PTCs.

v. Outdoor and indoor Instructors skill - development.

w. Skills for special units like Greyhounds

x. Handling each type of weapon in the PS.

y. Surveillance and shadowing

z. Computer software / Hardware trouble-shooting.

aa. Swimming and capacity to save persons

ab. First aid, fire fighting, Disaster Management.

ac. Public relations and community policing.

ad. Forensic auditing / Forensic accounting.

ae. Electrician / AC mechanic Course.

af. Electronics / CCTV / e-challan / related course.

ag. Information Technology /Cyber Crime Investigation.

ah. Legal amendments – usage by Police in drafting.

ai. Accounts and Audit

aj. Police station writers skill-building Course.

3. It is not the normal levels of skill out of the above which policemen are expected to have. The level should be much higher than the minimum levels. The acquisition of any diploma/degree does not by itself amount to acquisition of skills.

4. Senior officers should be aware of the special skills possessed by the police personnel and utilise them accordingly besides making efforts for enhancement of these skills. Following methods could do this.

   A. Utilise them on duties when the skills in which they possess help police investigations or other work in addition to whatever is normally allotted to them.

   B. Depute them to teach or demonstrate the skills to others in the Unit during weekly training or on-the-job courses.

   C. Provide necessary literature and depute for specialised training when arranged or available.

   D. Where eligible recommend for the special allowance to the concerned. The eligibility criteria for allowance should be as prescribed.

   E. Depute the personnel when requisitioned in the district, State or anywhere in the country where their services would be useful for any special tasks. All additional skills and further improvement / enhancement should be noted in the service record of the concerned personnel annually.

   F. Besides the above, helping in self-improvement of police officers is an important aspect which should receive attention of SHO and senior supervisory officers. The distance education packages, on-job training courses should be given priority without affecting normal duties. The permission to appear for the examinations must be given and the personnel relieved in such a manner that they are able to reach the place of examination at least one day before the date of the examination. IGP Training gives the examination schedules for various courses. Qualification in prescribed in-service courses is compulsory for promotions, hence wherever a prescribed course is organised those nominated must be sent. This procedure applies to officers of the rank of SIs, Inspectors and DSsP. It shall be the responsibility of SP/CP to ensure their relief and give effect to all other facilities for training in self-improvement without prejudice to their normal duties. All enhancement of skills and self-improvement are intended to bring qualitative improvement in police work and as such the skills have to be enhanced as part of normal work and police officers should be encouraged for self-improvement.

Shramdan/ Swatch Bharat

622-1. Shramdan / Swatch Bharat consists of cleaning and keeping in order the police grounds, the police station/OP and its premises, and the police quarters, white-washing of police lines and minor repairs to the station house and police quarters, keeping the firing range if any, in order, and maintaining the orderliness and cleanness of the premises.

2. Where it is possible, white washing of the lines should be performed by the occupants. Where it is not possible, in the opinion of the SP/CP, annual white-washing can be included in the annual work to be done by Police Housing Corporation. The Municipal Corporations, Municipalities and Major Panchayats, the Zilla Parishads in respect of other Panchayats normally provide all amenities to the Police Station and quarters and also extend support to undertake minor repairs or white washing of PS buildings or provision of facilities to the public like drinking water, toilets and also their maintenance.

Public Relations:

623-1. Every police officer working in any police station is the best PRO for the department. There is no substitute for proper public relations other than professionalism, integrity, impartiality, desire to serve and dedication to assigned duties. It is such performance and conduct that earns the confidence and respect of the public and credibility to the police. Even one bad instance of misconduct or rude behaviour of one officer is likely to result in painting everyone else with the same brush. It is difficult to obliterate that impression for quite a long time. The first step therefore, in public relations is that every police officer from Constable, upwards should work and conduct himself with responsibility, civility and courtesy whether in word or deed.

2. Patient listening : Patient hearing of people who come to police station in distress by all ranks is necessary. The telephones must be answered promptly and politely.

3. Proper Reception : A reception area within available means should be provided for people to wait, so that each one can be individually attended to. It is better that groups of people are met first and disposed off by the SHO himself coming out and talking to them. Where there is rush of complaints the SHO should detail officers available, to deal with each complainant simultaneously so that suitable disposals can be given. No impatience or haste should be shown. The person must not only be heard, but must get a

feeling that he is heard and prompt steps if any for redressal of grievance are being taken. Never dispose off any one by merely saying that the matter will be looked into. Inform what you propose to do at once or soon later. If police are not the proper authority, help him to approach the concerned.

4. Prompt Registration of cases: When a cognizable case is reported register it promptly and initiate action (*refer Lalith Kumari Vs State of UP*). Keep in touch with the complainant/victim or his close relatives and inform action being taken either by telephone or by other means or even by utilising the services of beat area Constables. In their anxiety the complainants do visit the police station themselves and in which case, receive them and inform them the action being taken. The IO should inform about recoveries, arrests, charge sheets and other important details to the complainant from time to time. The complainant/victim should be taken into confidence even for the purpose of investigation. Stay sufficiently long at the scene until all clues are collected and witnesses are examined. Discuss doubts and clarify all points with him. Where the complainant is a litigant or apparently pursuing a false case, misusing the legal process, do not disclose your mind or conclusions but listen patiently. The nature of response to complainant depends on the nature of the case. In thefts, burglaries, dacoits, murders, cheating, hurt cases immediate steps give confidence and ensure better help from complainant in the investigation of the case. Precautions are to be taken not to give a false hope or cynical or unhelpful remarks. Never give a list of your difficulties and handicaps or discuss about other officers or staff of the police station. Give confidence to a genuine complainant and be guarded, polite, but firm, in respect of false complainants.

5. Media briefing where necessary. When a sensational or an important case occurs it may be necessary to give prepared statement to the media on the facts of the case and progress if any. Details, which prejudice investigation or give clues to absconding accused, statements of witnesses or suspects should not be disclosed, but broad picture of the case and the efforts of the police should be given. Such developments as arrests, recoveries should be informed to them. It is better the SDPO/SP handle the media in grave crimes personally. The SHO of L&O police station and the Detective Police Station should follow these guidelines.

6. Confidentiality of source of information : Take the press and media into confidence when handling a sensitive case. Sometimes they would be helpful in the investigation by proper publicity particularly in the matter of absconding

accused. Do not disclose the sources of information and names of witnesses. Avoid personal publicity and talk of the team as a whole. Remember to give outline of progress in cases where media interest is focussed everyday for sometime by written statements. Never give off-hand replies to queries or enter into discussion into various theories of investigation of the case.

7. Not to jump premature conclusion: Never give anything that has a tendency to denigrate any person or jump to pre-mature conclusions. Remember when the earlier conclusions go wrong on the basis of subsequent evidence; the police will face serious problems of credibility since investigation is a continuous process with the real facts emerging gradually, hence the caution.

8. Not to react to criticism: Do not react to criticism but if any wrong information appears clarify through prepared statements. Always remember that it is not merely the police and the press involved in this exercise but there are others like victims, witnesses, complainants, accused, suspects and the public at large who may be affected.

9. Never confirm or deny suspicions unless thoroughly proved in the investigation on that particular aspect.

10. Keeping cool: Media will be interested sometimes in taking photographs or live coverage of the scene. Organise this by proper liaison without compromising the requirements of investigation or loss of clues or prejudice to investigation. Most problems are solved by a proper advance liaison in such cases. Some of the photographs and videographs taken by the press in connection with a case and interviews with certain persons would be useful even for investigation. A good liaison will therefore, be in public interest apart from helping the people to know the information about a case from independent media sources. It is not every case, which needs a curtain of secrecy. It is only some cases and that too to the extent of not prejudicing the investigation that an element of restraint and confidentiality needs to be maintained. Never be overwhelmed or confused in a situation or allow yourself to be intimidated or lose your temper. Keep cool and smile away provocative questions or answer calmly giving only the facts.

11. Meetings with the public : In every locality of beat voluntary bodies such as maithri committees are to be encouraged and helped and liaison maintained during normal times. The SIs and beat area Constables have a vital role to play. Besides the SHOs should hold regular monthly meetings in various towns / villages in their jurisdictions at least twice a month. It will help the

public to meet the Police Officers and voice their grievances, if any. This will also enable the Police to sensitise the public on various issues and seek their co-operation in prevention of crime and maintenance of law and order. Thus it will be obligatory on the part of SHO to visit town / village in his jurisdiction along with his staff after giving advance publicity through Village Panchayat or Village Secretary and press. The senior officers should also make it a point to attend such meetings wherever possible.

12. Close touch with schools and youth organization : Maintain close touch with the schools and youth organisations to enlist their support, involvement and understanding of police problems, mainly in areas of traffic regulation, injured persons, forming up of queues, conduct of sports and cultural events. Occasional classes and printed material to help understand basic law would be very rewarding exercise. These should be a part of systematic programme and not to be treated as formalities like occasional rallies or festivals.

    Supreme Court of India in SLP (Civil) No. 24295/2004, in University of Kerala petitioners (s) Vs Counsel Principals colleges, Kerala and others. In its order dated: 16.05.2008, elaborated measures to be taken by Police: (Refer PSO No. 723)

13. Every Constable and police officer must avoid any rude behaviour at all costs. There is no place for rudeness in police work. There is only firmness for an offender and courtesy for the law-abiding citizen.

14. Never employ third degree methods. Respect and uphold human rights in handling cases.

15. Show utmost consideration to children, women, old persons, poor people, weaker sections and those who come for protection and help.

16. Ensure to hand over recovered stolen property to the complainant through Court and the complainant should not make to run around the police station and the court unnecessarily.

17. Do not allow touts and brokers around the police station. Touts and brokers spoil reputation of the officers.

18. Do not allow any outsider to do police work like filling up records or typing etc. If any temporary person is to be employed on a contract basis it should be under relevant rules and proper authority.

19. Give information promptly of all good work done even if the media is not aware of it. Project the officers who did the work.

20. Eve-teasing and activities of local goondas badly reflect on police. Always take tough action under the law to bind them over or punish suitably. The action should be swift and effective.

21. Prompt punishment of offenders in cases improves confidence and brings more co-operation from the public. Pursue cases vigorously.

22. Follow the rules of conduct in Chapter 6 scrupulously to avoid complaints of non-registration of cases, rude behaviour and lack of integrity.

Care and custody of Arms and Ammunition :

624-1. The SHO and in his absence the officer in charge of the police station will be in charge of the arms and ammunition in the police station. The arms in the police station shall be kept secured in an arms rack by means of a chain fastened with a lock. The ammunition shall always be kept in a locked box. The Station Writer when present in the station or, in his absence, the guard officer shall keep the keys of the rack and ammunition box in his custody. The Station Writer or the guard officer shall, when taking charge of the keys, check, the arms and ammunition and satisfy himself as to their correctness. An entry to this effect will be made in the general diary both by the officer handing over the keys and by the one receiving them. The officer in-charge of the station for the time being shall also check the arms and ammunition whenever he takes charge of the station general diary and satisfy himself that they are correct.

2. An arms register should be maintained in the police station, noting there in the number and name of the Constable or Head Constable or officer to whom, each weapon is issued and obtain his signature against the entry. The officer to whom the weapon is allotted shall be responsible for its upkeep and cleaning etc. He should use the weapon allotted to him for the annual practice or wherever it is to be carried in the performance of his duty.

3. In extremist affected areas, all the members of the station guard should always carry rifles and sufficient ammunition with them specially in the night.

Cash chests of other departments :

625-1. The Cash boxes or chests of any Government department, local body, and bank may be accepted for temporary safe custody in the police station. The SHO should ensure that the boxes are securely locked and sealed before they are accepted. Because the police are responsible for the seals and not the contents. The sealed boxes should be accepted only on a letter of authority

G.Os 1679, Judl. 10-8-1895, 994 P W 31-3-1873 & 1620, Judl. 13-6-1885.

from the local head of the Institution delivered in person. The SHO before accepting any such boxes should cross check with the head of the Institution concerned on telephone if the officer himself has not personally come with the boxes. As most of the banks have their own cash chests and have their own security there may not be any need for the cash chests to be brought to the police stations.

2. The same procedure should be followed in respect of question papers or ballot papers/EVMs which are brought for safe custody by authorised persons to the police stations. These boxes should be secured in the same manner as is done to secure the police arms and ammunition or cash.

Excise Exhibits :

626-1. Station House Officers are required to take charge of all articles seized in Customs and Excise cases, pending the orders of a Magistrate or the Customs or Excise Officers concerned in charge of a Circle, and allow samples to be taken. All samples of Excise exhibits taken charge of by the police or taken by Excise Officers should be sealed with the station seal.

2. Station House Officers are authorized to destroy toddy in the absence of special orders regarding its disposal. Arrack should be destroyed with the orders of the Excise Inspector or Magistrate. G.D entry to be made with photography of destruction documented in the case Diary.

3. The State or Central excise exhibits should be entered in the general diary in the prescribed form and kept on record in the station.

4. These orders apply *mutatis mutandis* to officers in-charge of outposts in respect of articles seized in Customs and Excise cases which may be delivered to them.

5. At the end of every month, the SHO shall forward a list in Form 91 of all Excise exhibits remaining without disposal to the Inspector of the Excise Department and take further action either to destroy or to send to Court.

6 . When there is delay in disposing of exhibits or the number becomes excessive, the SsP should bring the matter to the notice of the concerned senior officials of the Central Excise Department and ensure their disposal.

FORM - 91 **See Order No.626-5**

STATEMENT SHOWING EXCISE EXHIBITS REMAINING UNDISPOSED OF IN THE STATION ON THE ……. 20 .

Officer who deposited articles	*P.3 No. ——— Date	Occurrence Report* (P.1 No)	Description of articles	Number	Quantity Kilograms Litres	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*Excise Department Form No.

Date. 20… Sub-Inspector of Police

To

The Inspector, Excise Department Circle.

627 Station Records - General Diary :

1. A general diary will be maintained in every police station and outpost in Form 92. The general diary of a day will cover 24 hours.

2. The following items shall be entered in the General Diary :

A. Regular sequence in point of time the work done at the station and the information received;

B. A gist of the information relating to cognizable offences, record of occurrences, arrest and production of accused persons for remand, and the departure from and return to the police station of police personnel etc.

C. A gist of events leading to dispersal of unlawful assembly ordered by the SHO

D. Information received and action taken in non-cognizable cases as well as information received regarding fires, even where there is no reason to suspect the commission of a cognizable offence.

E. Directing 'aggrieved person' of domestic violence to the protection officer (Project Directors of WCD-ICDS at District Head Quarters are designated as Protection Officers under Domestic Violence Act).

F. Persons dispatched for beat /patrol/process duties and their return subsequently.

G. Entry pertaining to SI of Police taking orders (oral / written) from Special Police Officer i.e. CI of Police / SDPO for organising raid / rescue of brothel house.

3. The SsP shall fix a suitable hour for commencing and closing the general diary of each station and outposts in his district, taking into consideration the local conditions and the time of clearance of postal mails. If no such hour has been fixed, the general diary shall be opened at 0700 hours.

4. A copy of the general diary, after it has been closed, shall be dispatched daily at the earliest opportunity along with all required enclosures to the SDPO concerned in Form 93, with an abstract of the duties done by the station staff during the day. The format of the abstract for use in the Railway Police is Form 94. The general diary should be duplicated by carbon process.

FORM - 92 **See.Order.No.627-1**

STATION HOUSE GENERAL DIARY

FORM – 93 **See Order No.627-4.**

FORM DESPATCHING THE GENERAL DIARY

District :

Circle :

Station :

For
When and how despatched by (Post or beat)
When and where received by Inspector
Returned to station on
Received in station on
Re-submitted to Inspector on
Received by Inspector on
Filed (date) Inspector

N.B.- List of enclosures should be made out in Form P.B.No.197.

Rank	Number	Nature of duty	Remarks

FORM - 94 **See Order No.627-4**

FORM DESPATCHING THE GENERAL DIARY BY RAILWAY POLICE

District
Circle
Station

For
When and how Despatched (by post or beat)
When and where received by Inspector
Returned to Station on
Received in Station on
Re-submitted to Inspector on
Received by Inspector on
Filed (date)

Inspector of Police

Checking of General Diaries

628. The SDPO concerned is responsible for scrutiny of general diaries. This is an instrument of information, record of work and events as well as of supervision. Bearing this in mind the SDPO may make use of it to communicate his instructions and comments through the Diary. He should in case of any instructions, return the remarked diary in original to the SHO for his compliance and reply. After the scrutiny, the diaries should be filed in his office by the SDPO/ACP and sent to the District Police Office or office of concerned Deputy Commissioner of Police on the 20th of every month for record. Inspecting Officers should go through the general diaries; see whether the scrutiny exercised by the SDPO has served its purpose.

Crime Abstract

629. An abstract of crime shall be prepared every quarter in each Police Station in Form 95. All L&O Police Stations, Detective Police Stations, Central Crime Stations, Traffic Police Stations and Women Police Stations should forward a copy to the District Crime Records Bureau for comparison with the ledger and to enable analysis of crime. Nuisance cases also should find place in the abstract. Inspector of the Detective Police Station shall personally check and countersign these abstracts. The entries in the register should be continued from year to year till all the pages in the register are utilised. The concerned SHOs and Inspectors of the Detective Police Station should personally prepare these statements.

FORM - 95 **See Order No.629.**

ABSTRACT OF CRIME QUARTERLY RETURN OF……..CIRCLE / STATION…….FROM……TO……

	CASES						PERSONS										PROPERTY		
Offences with Sections of law	Total number of cases	Not investigated under Sec.157 (b) Cr.P.C.	Mistake of fact or law including cases of civil nature	Pending investigation	Charged and pending trial	Pending Magistrate's orders on final reports.	Convicted	Discharged or acquitted	Compounded	Reported as undetectable	Total of Cols. 3 to 11.	Number arrested and brought to trial	Number arrested but not brought to trial	Number not arrested but brought to trial	Number convicted	Of those in Col. 16, number sentenced to enhanced punishment under Section 75, I.P.C.	Lost in true cases	Recovered	R E M A R K S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Statement containing the crime numbers of all cases included in the abstract for the Quarter ending,….. 20.. Showing how each Case has been Disposed of.

NOTES OF INSTRUCTIONS FOR THE PREPARATION OF STATION HOUSE QUARTERLY ABSTRACTS OF CRIME

1. The abstract for the first quarter will contain cases reported during that quarter, that for the second will include cases reported during the first quarter, the abstract for the third quarter will include cases of the two previous quarters, and that for the fourth will contain all the cases reported during the year. The abstract should show the actual state of things on the last day of the quarter.

2. All cases of previous years indisposed of at the beginning of the year will be shown in the separate abstract at the head of the abstract for the current year until they are disposed of, their disposal being shown in the quarter in which it occurs.

3. Crimes will be shown in the following order:
Cognizable offences under the Indian Penal Code -
Murder – 302, 396

Culpable homicide – 304
Attempt at murder - 307
Voluntarily causing – hurt or grievous hurt with dangerous weapons – 324 and 326
Dacoity – 395, 397,398
Robbery – 392,394,397,398
House breaking by day with or without theft – 457or 457 with 379, 380, 381.
House breaking by day with or without theft – 454 or 454 with 379, 380, 381
Ordinary thefts – 379, 380, 381
Cattle Thefts – 379, 380, 381
Rioting without murder – 147, 148, 149
Kidnapping – 359, 361, Abduction - 362
Counterfeiting coins – 231 to 253
Counterfeiting currency notes – 489A to 489E
Other I.P.C. Offences.

Total

Non-cognizable offences under the I.P.C. section – war- Offences under Special and Local Laws according of laws.

Total

Note:- (1) When an offence falls under more than one section, it must be shown under the major section.

(2) Abetments punishable under Chapter V, Indian Penal Code, other than those specified in Section 115 to 120 of the Code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

4. Column 1 is to be filled up in manuscript and only those kinds of crime for which entries are to be made need appear in column 1,e.g., if there are no murders, the heading will not appear in column 1.

5. In every alternate opening of the register, a blank space will be left for the Page Abstract.

The disposal of each case will be shown below the station crime number in the following manner, the following abbreviations being used:-

N.I. Not investigated, Section 157-1(b) Cr.P.C.

F. Referred as intentionally false and struck off.

A.T.F. Charged and after trial found intentionally false.

M. Referred and struck off as mistake of fact of law

N.C. Referred and struck off as non-cognizable

A.T.M. Charged and after trial declared as mistake of fact of law.

A.T.N.C. Charged and after trial declared non-cognizable

R. Referred and pending orders.

P.T. Charged and pending trial

U.I. Under Investigation (final report not yet submitted).

C. Convicted

Dis. Discharged or acquitted

Un. Reported as undetectable

R.C.R. Referred charge sheet refused (i.e., case referred by the Police but orders to strike off declined).

Com. Compounded.

Dacoity	159. Un.	183 M	204 N.I.	208 RCR	212 F	etc
Robbery	73. Dis	400 P.T.	104 C	150 ATF	etc	etc
House breaking	7. Un	2 U.I	68 ATF	79 Dis	83 P.T.	etc
	etc	etc	etc	etc	etc	etc

First Information Report index

630. A First Information Report index shall be maintained in Form 96. The entries in the register should be continued from year to year till all the pages in a Book are used. The classifications as per instructions relating to Part-I of Station Crime History in Chapter 33 should be entered in this register in cases where it is not entered in Part-I. Even though no separate columns are provided in this register the entries should be made in the remarks column.

1. As F.I.R. index is a permanent document, it shall be retained in the police station safely.

2. When F.I.Rs are transfered to some other PS of the same district or same state or different state, a cross - reference F.I.R. number of the concerened police station should be entered. SHO should pursue with the concerned SHO till the gets cross - ref FIR No.

FORM - 96 **See Order No.630 and 846-5**

F.I.R. INDEX

Note: I.O/SHO should make it a point to collect cell phone Nos, U.I.D. card Nos, e-mail I.Ds of both the accused and the complainant.

Serial No.	Sec. of Law	Date and Hour of		Name of complainant or informant with address, cell number	Name and addresses of arrested accused with cell no.	Property Lost/Value		Property Recovered	Modus Operandi	Investigating Officer(s)	Disposal		Whether notice u/s 41(A) Cr.P.C. issued or not	Whether the accused is a repeat offender or not, if yes furnish details	Remarks (including transferred cases indicating P.S. / Unit to which transferred.)
		Occurrence	Report			Date of arrest (whether remanded/ bail)	Names of absconded accused with phone number and address				By Police with date	By court with date			
1	2	3	4	5	6(A)	6(B)	7	8	9	10	11	12	13	14	15	16

Note books - contents

631-1. The note books of Inspectors, Sub-Inspectors and Head Constables shall contain a record of investigation, an account of the duties performed and places visited daily, any information gathered regarding crime, bad characters, breaches of peace and other matters of importance. Head Constables in charge of beats are required to enter a full account of their work and that of Constables of the beat in his team or any special duty performed by him or them.

Custody of note books:

2. Note books of Head Constables shall be kept in the station under lock and key in-charge of the Sub-Inspector or ASI. They will be handed over to them when they go out on duty and received back on their return. Note books of the station staff, when full or no longer in use, shall be kept in the station under the personal charge of the Station House Officer for a calendar year and then destroyed. Officers of and above the rank of Head Constables when transferred from a station shall leave their current note books behind.

Arrest Report:

632. An arrest report (Form 61) shall be sent in all cases of arrest by police or handed over to Police custody by any other agency. It need not be sent when persons arrested by officers of the Customs and Excise Departments are brought to the Police Station. Instructions in the Chapter on arrest particularly in Chapter 25 should be thoroughly read and complied with in making entries in this Report. Exhibits seized from different suspects should be properly documented.

FORM – 61 **See Order No.457-2, 459-3, 459-4, 460-1D & 632.**

ARREST REPORT u/s 58 Cr.P.C.

(To be enclosed to Remand Report)

Police Station.: Cr.No. Section of Law:

1. (a). Name of Accused :
   (b) father name :
   (c) Permenant Address :
   (d) Temporary Address. :
   (e) Cell Phone No. :
   (f) U.I.D Card / Voter ID card No. :
2. Place of Arrest :
3. Date of Arrest :
4. Time of Arrest :
5. Whether with warrant/without warrant :
6. Identity of the Officer making arrest (u/s 41 B Cr.PC) :
   (a) Whether in uniform & Name plate

(b) If not, whether identity card shown to the accused.

7. (a) Whether grounds of Arrest informed or not (u/s 50 Cr.PC) :
   (b) whether information regarding arrest given to a relative / nominated person (u/s 50 A Cr. PC). If so, name and address of such person.
   (c) Whether General Diary entry made (u/s 50 A (3) Cr.PC) Yes / No.
8. Names of the witnesses present at the time of arrest with cell phone numbers :
9. Name of relations present with cell phone numbers :
10. Whether Accused requested for medical examination :
11. If so, presented before the medical officer u/s 54 Cr.PC :
12. Signature of witness :
13. Signature of Accused :

(This form is prepared in accordance with the Criminal Law Amendment Act 5 of 2009 and is in addition to the Arrest/Court surrender form (integrated form)

Prisoners' Search Register (PSR) (Form - 59B) - Entry of the Description of prisoner

633-1. The description of a prisoner should be carefully and fully recorded in column 5 of the Search Register on his being brought to the Station House. It should be complete in all details to fulfil all the requirements for publication, in the event of the man absconding and to clearly establish his identity. Instructions for recording descriptions are given below. All columns in this register shall be filled accurately and with care.

A. The identity of a person should be clearly described with the peculiarities in the person uncommon as against the common particulars to enable any one to clearly identify him with his peculiar marks of identification. For example, small pox marks, peculiar scars, too tall or too short or blind, one eyed, squint etc.

B. It is not necessary to measure every mark/mole and scar on the person. It will suffice, if three or more of the most prominent and permanent are recorded, provided that their positions are accurately given. Care must be taken that the marks/moles selected are permanent at least so far as it is possible to judge.

C. To take photographs of the arrested persons and affix the photo graphs in Prisoners Search Register in cases arrested with an offence punishable with rigorous imprisonment for a term of one year or upward (Sec.4 of Identification of Prisoners Act, 1920) and upload the same in AP police intranet.

2. The following brief instructions as to the manner of recording marks of identification are laid down for general guidance.

A. *Marks and scars*. To be of some value, they should be permanent. Their size, shape, location and probable cause (if known) should be stated, together with their direction and distance in centimetres from a fixed point.

B. The fixed points usually taken are :

for the head and face	the corners of the eyes or mouth, the ears or nostrils, whichever may be the most convenient for purposes of measurement;
for the neck	the seventh or prominent vertebra at the back and Adam's apple at the front;
for the arms	the point of the elbow;
for the hands	the tip of the middle finger;
for the front of the body	the naval and middle line;
for the back	the seventh vertebra and middle line; and
for the legs	the middle of the bend of the knee.

3. In measuring marks on the front, as well as on the back of the body, an imaginary line is drawn down the centre of the body. Scar will be denoted as being either to the right or left of this line, above or below the navel (and below the seventh vertebra on the back).

4. To measure the distance of a scar on the trunk of the body from the given point, it will first be necessary to ascertain its distance from a horizontal direction to the right or left of the imaginary line. The next step will be to measure the distance from the point, where these imaginary vertical and horizontal lines intersect, to the naval. If the scar is anywhere on the imaginary line it will only be necessary to give the distance above or below the naval to localize it.

5. It should be specifically stated whether the mark is on the right or left limb and, if so, whether it is on its interior, exterior, anterior or posterior surface.

Examples :

A. Burn, circular in shape, 1¼ centimetres in diameter, 5 centimetres from navel and 3 centimetres to the left of median line.

B. Longitudinal scar on back, 3 centimetres long, ½ centimetre broad in the middle, pointed at both ends, direction up and out, 7 centimetres from seventh vertebra and 2½ centimetres to the right of median line.

C. Burn, irregular in shape, exterior right thigh, 5 centimetres from bend of knee at its nearest point.

6. During examination, the person should be made to stand upright, with hands down and palms turned forwards. The entries about the marks can be considerably abbreviated without becoming unintelligible and should not be unnecessarily lengthy.

7. Deformities of any kind should always be recorded. The following are the principal deformities to be recorded.

   A. *Head* : Hare-lip; loss of, or injury to, an eye; squint: misshaped ears, nose or skull; loss of teeth.

   B. *Body* : Loss of or supernumerary fingers or toes; webbed fingers, loss of a limb or part of a limb; immovable joints wasted muscles.

8. In addition to marks, scars and deformities, any peculiarity, which may specially distinguish the individual under examination, may prove useful, such as unusual height, stammering, peculiar gait etc.

9. To give a complete list of all the points that may possibly prove of value as means of identification would be impracticable. The examiner must use his common sense and note such points as are likely to be most useful.

10. The correct addresses and details of prisoner's, relatives, their relationship Phone Nos., UID card Nos., etc., should be entered below the description of the prisoner. Relatives means father, mother, brother, brothers-in-law, sister, sisters-in-law maternal / paternal uncle / aunt.

11. The prisoner may be photographed and/or videographed with the permission of magistrate (u/s 5 of Identification of Prisioners (IOP Act) 1920 during the course of investigation and copies kept in the concerned case record with one copy in the Prisoner's Search Register (PSR).

12. a. As per the Identification of Prisoners Act, 1920 " measurements" include finger impressions and foot-print impressions.

    b. In all cases of conviction for a term of one year or up wards the prisoners 'measurements' and photograph has to be taken by the Police Officer (Sec. 3 of I.O.P Act 1920)

    c. Any person who has been arrested its connection with an offence punishable with rigorous imprisonment for one year or upwards, allow his "measurements"to be taken by police (Sec. 4 of I.O. P. Act, 1920)

    d. Resistance to or refusal to allow the taking of measurements or photographs under the Act, 1920 deemed to be an offence u/s 186 of IPC.

FORM -59 B **Order No.633-1**

Prisoners Search Register (PSR)

REGISTER OF PROPERTY FOUND IN SEARCHING PRISONERS

Latest Photo of Prisoner

Date and Hour			Offence and station house crime number. (FIR No.)	Prisoner's name, caste, residence, mobile number and his close relatives and their mobile numbers.	Details of :	Description of prisoner, notorious whether dangerous offender.	Date and hour of release. (If released on bail)	Property how disposed of.	Property found on his person and Prisoners' signature and signatures of Station house officer and Writer.
Taken into custody, when, by whom, and distance from Station.	Brought to station house.	Journey time if arrested outside P.S. limits							
					6	7	8	9	10
1	2	3	4	5	UID Card / PAN Card / Driving License / Voter ID Card				

Note: In close relatives column Parents/Brothers/Sisters/Nephews/ paternal uncle / maternal uncle should be mentioned:

Small Service Book :

634. The small service book contains in brief the personal record of the Constables and Head Constables in Form 97. The entries to be made in this register cover service particulars, postings, rewards, punishments, warnings, medical history, biennial medical examination, issue of kit and uniform articles, the sizes of the uniform and other articles of the officer. This should also contain information relating to the special skills possessed by the officer. These should be updated constantly to reflect the correct position in respect of all matters covered. The maintenance of these books shall be the personal responsibility of the SHO. Whenever the concerned officer is transferred it should be sent to the place where he is posted and the concerned SHO shall maintain it. The SHO should also ensure that it is compared with the service record maintained in the district police office. The small service book is shown to

the officer concerned to enable him to know his service particulars and to satisfy himself that his personal data is correctly entered. The entries relating to the health and the special skills and other achievements recorded therein should be communicated by the SHO to the District Police Office for compilation of a resource index for the district.

FORM - 97 **See order No.634**

SMALL SERVICE BOOK

DESCRIPTIVE ROLLS

Name .....
Birth place .....
Caste .....
Date of Birth .....
Educational and other Qualifications.....

Previous Occupation .....
Date of enlistment .....
Rank of enlistment .....

DATES OF PROMOTION AND REDUCTION

REWARDS

DEFAULTS

TRANSFERS

Dates	Circle and Station	
	From	To

MEDICAL CHECK-UP

Small pox marks	:	
Vaccination marks	:	
Date of re-vaccination	:	1
(at least once in 7 years)		2
Date of inoculation against Cholera	:	
Date of inoculation against Typhoid	:	

DATES OF BIENNIEL MEDICAL EXAMINATION AND RESULT

STATEMENT OF CASES DETECTED BY CONSTABLE SHOWING THE PART TAKEN BY HIM OTHER INSTANCES OF GOOD CONDUCT, REWARDS ETC.

SIZES AND MEASUREMENTS

Height _____

Chest girth _____

Head measurements _____

Foot measurements _____

Boot Size _____

Clothing Size _____

CLOTHING ACCOUNT

(Date by month against the year under each item will denote the date of issue of each article)

Year	Shirts T C	Shorts T C	Socks	Putties	Housetops	Boots	Turban/Slouch	Belt/Sash	Lace	Buttons	General No	Hat Badge	Banian P.T	Whistle	Whistle Cord	Chevron	Black Polish	Brown Polish	Metal Polish	Goggles					Remarks

Government Property Register :

635. All items of Government property issued to the station including furniture, books, transport, wireless, communication and other equipment, and various other items should be entered in this register with the cost of the items if available. The up-keep of all the property items issued shall be the responsibility of the SHO. He should also ensure the maintenance particularly of the transport and communication equipment apart from ensuring their security. The inspecting officers should check every item and fix responsibility for shortages or misuse if any.

Inward/Outward Register:

636. All references received in the police stations including DPS should be entered in the inward register in the form prescribed indicating the mode, time and the date. Similarly all papers sent out should also be referenced and entered in the outward register indicating the method of despatch. Both the registers should be scrutinized by the SHO to ensure that the receipt and despatch of all communications is reflected in the registers.

Message Book

637. Police station receives several messages by telephone, wireless, fax or by any other means. All messages received particularly on telephone should be entered verbatim in the prescribed register and a message made out and placed before the SHO. The name of the officer who is sending the message, reference number if any, address, telephone number of the sender and the name of the officer who received the message should be clearly indicated in this register. They should see the message book every day to ensure that all telephone messages are truly reflected. The messages sent out on Telephone from the police station should also be noted in the message register. The copy of the message sent out should be kept for record in the concerned file after the message is noted in the message book. This register should also be maintained in the DPS / CCS (Detective PS / Central Crime Station).

Sentry Relief Book

638. The Sentry Relief Book (Form 53) in a police station shall be maintained for the Constables deputed on station watch or guard duty by day or night. The Sentry Relief Book should be maintained in Outposts also regularly noting therein the relief of Constables on Outpost watch duty even if regular guard is not mounted. Entry of reliefs, should, however, be made in the outpost general diary and such an entry should be signed by both the relieving and the relieved Constables.

Process Register

639-1. A register of process in Form 98 shall be maintained in each police station. All processes received from courts for service or execution, as the case may be, and the disposal of such processes should be entered in this register.

2. This register shall be maintained in the form of a ledger. A separate section in the register, or separate registers, should be set apart for each of the Magistrates' Courts from which the particular police station receives processes.

3. SDPOs /ACsP shall organise a special drive once in two weeks for process services. Every SDPO/ACP of Police Sub-Division shall, as often as possible at least once in two months, visit personally the police station under his charge and check the process registers. They should ensure the comparison of the process registers with the registers of the concerned Magistrate's court by SHO, check the entries and report any serious delays or omissions to the SP/Addl. SP/DCP. In the case of the railway police the comparison of process registers maintained in railway police stations, with the records maintained in the courts, shall be done at least once in four months.

4. Unexecuted process shall be brought forward in the register at the beginning of the month.

5. If the summons are intended to persons staying out of country, such summons can be sent by e-Mail of the person duly scanning the summons and ' sent' receipt enclosed to court as proof of service.

6. All non-bailable warrants issued at the instance of other departments should be executed by the police with the assistance of departmental officials to identify the accused.

7. *Monthly abstract*. At the end of the month, an abstract in Form 99 shall be entered in the register.

8. At the monthly meetings, the Superintendent of police or Commissioners of Police or DCPs concerned in cities should examine the question of warrants remaining unexecuted at the Stations/Units and discuss it with the SHOs.

9. *Return of arrest warrants*. Warrants of arrest shall be entered in the register of the station in which they are first received. They shall not be transferred to another station without the orders of the SDPO. Similarly non-bailable warrants of arrest shall only be returned under the orders of SDPO. When accused has gone out of view (OV), SHO has to take up Sec. 82/ 83 Cr.PC proceedings with the court.

10. All processes issued by the High Court or Court of Session and thus entrusted to the police should also be entered in the register.

FORM - 98 **See Order No.639-1**

REGISTER OF PROCESSES

For the month of …… 20.

Number	By whom Issued with CC/PRC/SC Nos.	Nature of Process	Name of person entered in process	Date of issue	Date and hour ofreceipt by police	Date of hearing with court details	Date and hour ofEndorsement for execution	How, when and by whom executed	Remarks: In the case of unexecuted warrants, state (1) Why not executed and (2) whether Sections 87 and 88 of the Code of Criminal Procedure have been put in force and given date of "A" list in which the name was published.	Whetheraction taken under section 82, 83 CrPC against absconding warrantee hearing property.
1	2	3	4	5	6	7	8	9	10	11

Number of processes unexecuted up-to date. On label outside : Register of **process.**

FORM - 99 **See Order No.639-6.**

ABSTRACT OF PROCESSES FOR THE MONTH OF 20

	Summonses			Warrants					
	Pending at the beginning of the month Received during the month	Served during the month	Returned un-served	Pending at the end of the month	Pending at the beginning of the month	Received during the month	Executed during the month	On hand at the close of the month	REMARKS
Cognizable cases. Non-cognizable cases. Special and Local Laws. Total :									

Note:- To be made out in manuscript in the process register at the close of each month.

Petty Case Register/Non FIR Case Register

640-1. A register in Form 100 shall be maintained for entering cases under special and local laws including the Police Acts, where complaint procedure without FIR is prescribed. Complaint in such cases is written in the same proforma. The register should be kept at the station and destroyed after three years. Proactive petty case work reduces reporting of FIR cases.

FORM:100 **See Order No.640-1**

REGISTER OF PETTY CASES

Consecutive number	Names of persons charged, address and occupation	By whom arrested and when	When bailed	Charge	Date on which put up before Magistrate	Sentence	Remarks
1	2	3	4	5	6	7	8

Note:- Loose sheets in the same form will be used as charge sheets.
On label outside : Register of Petty cases.

Non-Cognizable Cases Register

A register in Form 101 shall be maintained for all non-cognizable cases reported in the police station. It is to be maintained and preserved on the lines of FIR Index.

FORM - 101 **See Order No.640-2.**

NON-COGNIZABLE CASES REGISTER

Name of the Complainant (1)	Date & Time…….. (2)	Nature of complaint (3)

Classification Non-Cognizable- Civil (4)	If Non-Cognizable say under what Section. (5)	Whether contents entered in General Diary (6)

Particulars of endorsement made on the Complaint. (7)	Remarks (8)

Roll Call :

641. Every morning roll call is held at 8 am and duties are allocated. In the evening roll call is held at 1700 hrs.where duties for the next 24 hours shall be detailed. which should be attended by all Police Officers who are not out on duty. Those who are out on duty shall ascertain their duties for the next 24 hours on their return to the station. This order shall apply to personnel of all police stations. The roll call time should also be utilised for a quick briefing and exchange of information or communication of instructions and plan of action for the next 24 to 48 hours.

Duty Roster :

642-1. A duty roster in Form 102 as prescribed in Chapter 35, shall be maintained in all rural, detective, traffic and women police stations and as prescribed in

Form 103 in town/city stations. Entries should be made as soon as the personnel are detailed for duty, which ordinarily will be at 1700 hours for the ensuing 24 hours.

2. All Police personnel should start their duties normally from the station itself and not from their houses except when called upon for emergency duty or instructed to proceed from house straight to a place where he shall report to the officer on the spot. Such deviations from procedure should be recorded in General Diary. They must, on return from duty report at the station before going home.

3. SHO shall ensure equal distribution of duties to all police personnel without any discrimination.

FORM - 102 **See Order No.642-1 and 672-8.**

D U T Y R O S T E R

Station…… Circle……

Duty for the month of…..20…. .

NOTE: The number of the Police Officer performing the duty should be noted in the date column.

Date :

Name of duty. Remarks

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31.

On labels outside : Duty Roster.

FORM - 103 **TOWN DUTY ROSTER** **See Order No. 642-1**

BEAT DETACHMENT

Station:
Date :

Hours of duty.	7 A.M to 1.P.M	1 P.M. to 9 P.M.	9 P.M. to 7 A.M.
Sections*			
Head Constables			
Constables.			

STANDBY DETACHMENT

Hours of duty	7 A.M to 1 P.M	1 P.M. to 9 P.M.	9 P.M. to 7 A.M.
Sections*			
Head Constables.			
Constables.			

GUARD DETACHMENT

Sub-Jail Guard	Sub-Treasury Guard
Relief Constable No.	Relief Constable No.

OFF DUTY

GENERAL DETACHMENT

General Duty Head Constable.
Station Writer.
Inspector's orderly
Miscellaneous duties including
Leave reserve.
Traffic duties
Leave
Sick
Absent

	SIs.	HCs.	PCs.
(1) Sanctioned strength			
(2) Actual strength			
(3) Leave, Sick and absent without leave			
(4) Available for duty.			

*Enter the letters representing the sections.

Passports :

643-1. Head Constables and Constables and Home Guards leaving the station on duty or leave or attending hospital for treatment must take passports in Form 104 except those who attend as out-patients while continuing to do their duty.

FORM - 104

DUTY PASSPORT

District Circle Station

Numbers	Rank and Names	Date and hour of leaving Station .	Where Proceeding and on what Account	Receipt for Prisoners or Property with Date and Hour.	Railway or Bus Warrant		
					Police Station from which issued	Number of the Railway or Bus Warrant	Station From and to which the Warrant is issued

Date: Sub-Inspector of Police

(REVERSE of Duty passport)

MOVEMENTS			Initial and designation of officer\issuing passport.	REMARKS
Place	Date and hour of arrival	Date and hour of departure		

2. All subordinate police officers proceeding on special duty outside the State shall be provided with a passport in Form 105 signed by the Superintendent of Police/DCP/Addl. SP /Addl. DCP concerned, or, if the circumstances do not allow of delay, by the deputing officer on behalf of the Superintendent, who shall be informed of the issue provided that, where reciprocity exists between the Superintendents on either side of the State border, no such issue of passport need be made but it is desirable that an officer proceeding to another place always carries his identity card and specific duty authorisation signed by the SHO. On return from duty a report shall be submitted of the work done including the police officers or others who were contacted. SsP/ CsP shall send a fax message to concerned SP / DCP/CP for assistance to their police personnel.

FORM - 105

PASSPORT FOR MEN GOING OUTSIDE THE STATE.

ANDHRA PRADESH POLICE

Date: No.

Deputing

On Special duty to District

HEAD OF OFFICE

PASSPORT FOR MEN GOING OUTSIDE THE STATE

ANDHRA PRADESH POLICE

DISTRICT.

No. Date:

The bearer……of the……...……

Andhra Pradesh Police is directed to proceed on Special Duty to

All Magistrates, Police Officers and other public servants are earnestly requested to afford the bearer such assistance as may lie in their power in the interests of Justice.

Seal or Stamp of Head of Office. (Reverse) Head office

Seen by	Office	Date

3. If a Head Constable or Constable, while on duty, goes on casual leave outside his station limits, falls sick, he should report at the nearest police station, surrender his current passport and take a fresh passport to the hospital, if it is not possible for him to return to his own station and obtain a passport. On his discharge from the hospital, he should report back either at his own station or to the station which issued him the passport and surrender the passport to the Station House Officer, who will then forward it in the latter case to the officer in-charge of the station to which the Officer belongs and issue another passport to him to enable him to avail himself of the leave recommended by the medical officer if necessary. If the Head Constable or Constable wants to re-admit himself in the hospital on the expiry of the leave previously recommended by the medical officer, he should again report to the nearest police station and obtain another passport.

4. A Station House Officer issuing a passport to a Head Constable or Constable of another station should intimate the fact by Radio Message or Fax to the officer in-charge of the station to which the Police Officer belongs to.

5. It must be made clear to every Head Constable and Constable that every absence of his from the station whether on duty or leave or due to illness should be covered by a passport.

6. In-patients in hospital should not leave the hospital without the permission of the medical officer. A Police Officer absenting himself from hospital is liable to punishment as absence without leave.

Village Roster :

644. Instructions for the maintenance of Village Roster are contained in Chapter 35.

Postage Register :

645. The Postage Register (Form 106) shall contain the account of postage stamps.

FORM - 106

TABLE BOOK/ACCOUNT OF POSTAGE

Month and date	Description of paper	Designation and address of officer addressed	If dispatched by hand, the number of Constable and his signature	If dispatched by post, amount of postage	Remarks
1	2	3	4	5	6

On label outside : Tappal Book.

Visiting Book:

646. Senior Officers of and above the rank of SDPO should record their inspection or visiting notes in the Visiting Book maintained for the purpose in Form 107 in accordance with the questionnaire and guidelines prepared for visits and inspections (Annexure -1).

FORM – 107 **See Order No.646.**

VISITING BOOK

Date of arrival	Date of departure	Rank and name of inspecting officer	Remarks (These, if lengthy, should be written right across the page)
1	2	3	4

On label outside : Visiting book for Gazetted Officers.

Lathies and Fire Arms :

647. Police Constables and Head Constables who turn out for dealing with crowds, bandobust duty, patrols in beat areas (when rifles are not taken), and on any occasion in which a lathi may be required for self-defence, should always be armed with lathies of prescribed specifications. In disturbed and terrorist areas firearms should be carried.

Fire Fighting Equipment :

648. In police stations where hand fire pumps or other fire fighting equipment are provided, the police should be instructed in their use. All Policemen should be trained in fire fighting and made familiar with use of modern fire fighting equipment.

Necessity of prompt dissemination of information

649-1. The prompt dissemination and exchange of information is one of the most important duties of police and must receive the close attention of officers of every rank.

2. Station House Officers shall be responsible for the prompt circulation of lists of property lost and descriptions of absconding offenders to stations where they are likely to be useful. It is most important that the Railway Police should be given the very earliest intimation to be on the lookout for absconding offenders or the perpetrators of any particular crime.

Criminal Intelligence and Information :

650-1. Intelligence is the most basic and necessary input for police work. Timely intelligence and information can help in the prevention, detection of offences and maintenance of peace and order. Prompt actionable intelligence is necessary to take preventive steps in avoiding commission of offences, to put down terrorist violence, communal or caste troubles or to apprehend absconding offenders. It should, therefore, be promptly gathered, documented, analysed communicated and used in time.

FORM - 108 **See Order No.651-1 and 746-1**

C R I M E C A R D

1. Name of Station.
2. Crime Number and Section.

3. Date and time of occurrence (Note particularly whether by day or night)
4. Village of occurrence, distance and direction from police station. (Note street name in the case of town).
5. Description of the scene. (In the case of building, note its nature, such as dwelling house, shop, temple, etc).
6. Nature and value of each item of property lost and total value.
7. Nature and value of each item of property Recovered and total value.
8. Brief facts of the case explaining MO details not given under items 5 and 6.
9. Name, address and cell phone Nos. of offenders if suspected, known or arrested. If stranger, give description.
10. Dates of receipt and enquiry (to be filled by receiving stations).
11. Remarks. (Whether he is a repeat offender, dangerous and desperate offender, first timer, previously convicted, Habitual offender, whether history sheet is opened or otherwise etc.,).

Station House Officer.

Date……

.....Station.

2. The beat Constables and other police officers in the station are responsible to gather correct information by intelligence and pass it on to the SHO from time to time relating to movement of prisoners or suspicious character or relating to any other criminal activity in the locality. The SHO on verification of information should send a consolidated report on day-to-day basis and send to the DCRB directly by Fax or Radio marking a copy to his superiors.

Report of probable presence of habitual criminals

651-1. In every case of crime against property, a crime card in Form 108 shall be sent by the Station House Officer of L&O Police and Detective Police Station to the District Crime Records Bureau. For the crime details Form No. 128-A may be used instead of the crime card. Such forms should also be sent to the Sub-Divisional Police Officer and to the neighbouring police stations and DPS/CCS in the district, as also to the bordering stations of adjoining districts and railway police stations. If the offenders are from outside, prompt information should also be sent by wireless, fax or telephone, to the neighbouring police stations and railway police stations. Station House Officers who receive the information, whether by crime card, radio or wire, or telephone will immediately institute the necessary enquiries and with the least delay, report the result by radio or telephone, fax or memorandum to the station from which the information was sent. These replies will be filed with the concerned case diary file Part I.

2. Crime cards or radio, fax messages received in a station from other stations shall be retained for two years.

3. The intelligence about the presence of criminals or gangs with their cell phone numbers or activity, which suggests commission of a crime with details available, should be promptly reported on the same day to the DCRB as part of the daily report of crime and information. In urgent cases the information should be communicated to the concerned as indicated above. The Inspector in charge of the detective police station / CCS has a specific responsibility of communicating and acting upon such intelligence and information. He should track the cell phone numbers and apperhend the accused.

Publication in the Criminal Intelligence Gazette (CIG)

652-1. The weekly crime and occurrence sheet of every CCS and DCRB is circulated to all Police Stations in its jurisdiction and to the neighbouring Police Stations as well. This contains inter alia (a) Notices of property stolen; (b) persons who are out of view; (c) persons who have to be arrested; (d) known depredators who have dispersed and are out of view and intelligence regarding movement of signals or criminal activity noticed during the week. Full use therefore, shall be made of this media for dissemination of the above information. If it is intended that wider publicity beyond the district or neighbouring stations is required, the matter may be sent in the prescribed proforma for publication in the Criminal Intelligence Gazette.

2. **Notices to be sent to other districts**: Notices and intelligence, which require immediate publication without any delay should be circulated forthwith in the districts. The number of copies of such notices required should be obtained on photocopier and sent.

3. **Notices of disappearance of individuals:** Notices of the disappearance of individuals should be published only when the circumstances of the disappearance give rise to suspicion of foul play.

4. Crime and Occurrence sheet and Criminal Intelligence Gazette shall cover not only cases of property, but also cases relating to bodily offences under other laws where identity of the accused or identity of missing or died person is necessary. Details of stolen automobiles, arms, explosives and ammunition, property seized or lost should also be sent for publication in C&O sheet or CIG as per relevant guidelines.

5. The CIG consisting of C&O sheet, crime cards or crime details forms, or other information should be gone through by the SHO who should study the priority, read over to his subordinates and discuss with them during training classes. The SHO should also detail officers to pursue specific information promptly.

6. As AP Police Intranet has updated criminal data, every week (on Saturday/ Monday) the SHO shall go through and brief his staff.

Communication of intelligence to areas beyond the State

653. Orders 650 to 652 relating to communication of intelligence also apply to the surrounding areas beyond the borders of the State. Therefore, the SHO should send information on intelligence to the areas beyond the borders by e-mail FAX or SMS to the concerned and similarly act upon the information received from those areas relating to the suspected persons, habitual criminals, organised criminal gangs, hired goondas, person disposing stolen property from within and outside the borders.

654. **Analysis of information for effective intervention :**

Analysis of information is therefore, important in cases where immediate action is called for soon after the offence, sometimes requiring road checks and barricades to save life or to get at criminals on the run, after a ghastly offence. The information required, or as much of it as possible, particularly about persons, their description and photographs if available should be sent to all border areas even while taking action within one's jurisdiction. It is such response mechanism to various situations that should be part of training

in the Police Station, DPS, Traffic, Railway and Women Police Stations, so that when situation arises the police are able to effectively intervene and close all options of escape to the fleeing criminal.

655- Communication of Information to be need based after proper assessment :

1. The prescribed format should be used for communication of all information and intelligence even if it is by telephone and record kept of information circulated. Unplanned and blind dissemination of information without proper assessment and need leads to flooding every Police Station with all kinds of information, resulting in loss of focus and priority. The orders and guidelines issued herein, therefore, should be read in that spirit. For example, if a murder case accused is known and his specific hide outs are also known to the Station House Officer or DPS or CCS they should proceed at once, take assistance from the concerned for his apprehension carrying all details and letters with them needed for securing help. There would be no purpose in such a case, to send out any lookout notice all round either by radio or fax etc. In the same case if accused is known but no specific information about his whereabouts are available but there is a probability of his being available in a particular area of a PS in this State or outside information and all details as prescribed should be sent to that concerned Police Station and officers. If he has disappeared with no clues whatever then the question of general broadcast or sending out all information to various authorities arises.
2. Collection, recording, reporting and dissemination of criminal intelligence is not for its own sake. Its objective is to operationalise specific procedure relevant to each case. The responsibility of supervision rests with SDPOs and SsP/CsP to ensure compliance and give a proper direction.

Special Reports :

656. The substance of special reports sent on investigation of cases including progress reports if any may be embodied in the case diary and the reports shall be attached to the copy of the case diary which is sent to Sub-Divisional Police Officer. The report of IO sent on the completion of investigation may also be attached to part I of the case diary.

Deployment men in plain clothes :

657. Personnel of the district, city or railway police deputed to look out for bad characters at large and busy railway stations, may, at the discretion of the Superintendent of Police/DCP be allowed to wear civilian clothes. For surveillance and shadowing duties, trained personnel in appropriate civilian clothing may be deployed.

CHAPTER 35

Beats and Patrols in Rural Areas

658 - Prevention and Detection – Primary Functions of Police :

The principal functions of the police are the prevention, detection of crime and bring offenders to justice. Preventive work must receive higher priority than other police work. Sec.149 Cr.PC mandates that every police officer may interpose for the purpose of preventing and shall to the best of his ability to prevent the commission of any cognizable offence. Therefore, intimate knowledge of people and the conditions prevailing in the jurisdiction, the willing involvement and co-operation of all sections of the local community, knowledge about the nature of crimes and the movements, activities and statements of criminals of various categories are conditions precedent to the successful prevention of crime, (property crime / white collar crime /organized crime etc.). To gain such knowledge, and build co-operation of the people, an efficient beat system is vital. Patrolling and beat system is the primary function of the Police.

Meaning and objectives of Beats.

659-1. Beat means a segment or part of the jurisdiction of a Police Station consisting of a village or group of villages or a locality in a town/city. Each beat is serially numbered in a police station. Beat service means performance of any of the functions and responsibilities of the police officer assigned to the beat, in that beat area. The mobile patrolling vehicles and also blue colts are to be tasked with specific charter of duties in crime prevention. The beat police personnel should be in touch wiht the "Community Protection Officers" who are part of community policing.

2. The objectives of beat are : -

A. To provide police services within easy reach of the community

B. To watch KDs / DCs / Suspects and specially dangerous criminals or criminal organization, which require surveillance and to execute NBWs. During day beats summons and notices can be served. Before leaving the police stations, Beat police personnel should go through AP Police intranet and short-list absconding most-wanted property /bodily offenders and keep a sharp look out for such wanted persons and apprehend them when sighted.

C. Maintain effective surveillance on history sheeted persons and ex-convicts;

D. policing of a manageable area and households by specified Constables, Head Constables and ASIs.

E. promote awareness and thorough understanding of the policing needs of the community and of the law;

F. promote and build voluntary and participative support through maithri committees and groups in preventive and detective work of police and protection of lives, properties and honour of people.

G. Help in understanding and reconciliation in caste, communal and group hostilities;

H. Gather, record and communicate information on crime, criminals, strangers, factions, organised criminal gangs, terrorists, anti-national and anti-social elements;

I. Provide day and night patrols to keep order, prevent crime, interpose when necessary;

J. Arrest of persons in terms of section 41 Cr.PC; (*Act 5 of 2009, dated : 07.01.2009)*

K. Preservation of crime scenes and assistance in investigation.

L. As beat duty is critical to policing, all the Police Stations staff without exception to be tasked for beat . Only SDPO can exempt for a period not more than one month to any PC/HC/ASI/SI.

M. To sign in the point book and obtain the signature of point book holder

N. SsP / DCsP may provide GPS enabled cell phones to the Police stations to be given to beat PCs, so that movements are monitored by District / city Police Control room.

O. Beat police personnel should take up counselling of repeat offenders and their parents.

P. SHO concerned may take up the matter with the SP / CP for rehabilitation of repeat offenders.

Village Visits

3. As several offenders come from villages, visiting villages and staying there is essential for efficient preventive / detective policing in a beat area. All those which are constituted into a Panchayat are called villages. The smaller villages attached to larger village, should also be treated as a separate village for the purpose of village visiting or patrols either by day or night. All those

constituted into Municipalities may be called Towns. Major Municipalities and Municipal Corporations are called as cities.

4. The Village Police Officer (VPO) is also given specific duty or preventing and detecting crime, and for maintenance of Law and Order for collection of actionable intelligance. He will collect and pass on Aadhaar, Voter ID, Ration Card details of all convicts, suspects, history sheeted persons from VRO (Village Revenue Officer) including date of birth details.

5. The duration of the visit by the Constables and Head Constables during the beat in a village depends upon the purpose. Visits should include all hamlets and settlements or colonies. The SHO should visit villages as prescribed. The beat area constables and HC before leaving the PS for duty on their beats, should make relevant entries as to the purpose and duration in the General Diary. The instructions regarding village visiting, maintenance of village roster by SHO and others contained in this Chapter and elsewhere should be read as part of this Order. Visits include patrol by day or night, besides other duties, which should be for a specific purpose. They should neither be hurried nor unduly prolonged. All visits and work accomplished should be reflected in the relevant records.

Organisation of Rural Beats - Selection and grouping of villages

660-1. The beats should be organised taking into consideration the crime, the vigilance required, factions prevailing, clandestine activities being organised in the area etc. The frequency of visits and period of stay depends upon the sensitive or hypersensitive nature of the area. The classification keeps changing from time to time.

2. The following are the types of villages to be classified as **'sensitive'** or **'hypersensitive'** within the general beats.

A. Villages in which bad characters reside i.e., offenders, criminals, or members of organized criminal gangs or syndicates or those who foment or incite caste, communal violence, for whom history sheets are maintained and require surveillance.

B. Villages in which there have been in the immediate past frequent incidents or outbreaks of crime, either against persons or property.

C. Villages in which there are acute factions due to group rivalries, political, communal or caste or other tensions, and

D. Villages in which organised criminal or drug related activity or manufacture, trafficking in firearms and explosives exists or shelters of terrorists and other organised criminals exist. A shelter need not be a place. It would include a person as well.

E. Villages from where women and children are trafficked for commercial sexual exploitation or bonded labour punishable u/s 370 IPC.

F. Villages from where UG caders who are working in Left wing Extremist groups hail from.

3. The beat visits should be organised on geographical proximity and also to arrange the visit of villages one after the other. The beat constables have to be in touch with community protection officers.

2. A village, which is neither sensitive nor hypersensitive, but must be traversed en-route is called a route village. There may be one or more such villages in each beat. Their names have to be entered in the column entitled, "Route villages" in the beat book of that beat.

661 - Selection and grouping of villages for beats :

1. The beats in an outpost or police station jurisdiction should not be more than 3 or 6 respectively, and not more than 8 in both put together. Each beat should cover approximately 1000 households or 7,500 populations. If a police station area has 40,000 or more population there should normally be six beats, with each beat covering a population of 6000 - 10000 depending on factors mentioned above. Such other factors as most convenient, accessibility, road, rail, network, communication facilities and the number of sensitive or hypersensitive localities, villages should also be considered. Sensitive and hypersensitive villages should be distributed in all beats and not grouped into one or two. A beat book will be maintained for each general beat. The part II crime chart should show the areas covered by and the serial number of each beat.

2. The selection and grouping of villages as outlined above should be reviewed by Inspector/SDPO every year during annual inspection that may order such changes as necessary, according to the circumstances. When the necessity ceases a sensitive/hyper sensitive village may be converted as route village.

3. The Sub-divisional Police Officer, during the annual inspections, must particularly ensure whether the beats have been organised conveniently and based on all relevant and realistic factors. He should personally tour in one or two beats along with SHO and the police officers assigned to the beat in

the same manner as a beat Constable does, to make sure that it is organised properly and can be served in the manner prescribed.

662 - Deployment of Police Officers in the village beat and their duties :

1. Two police officers i.e., either two police Constables or one Constable and one Head Constable should be allotted to each beat. They are responsible to visit and patrol sensitive village. The hyper-sensitive villages should be more frequently visited. It is not necessary that all villages in a beat should be covered every time the constables go to that beat. They should cover the villages in the beats at least once a week not only in the day time but also at nights. They shall proceed on beat duty at least 4 times in a month, each visit being spread over at least two days and one night. The SHO should ensure that they are not allotted any other duty in the PS when the Constables/HCs in charge of a beat proceed on beat duty once a week. The SHO may, however, earmark any two days or more if necessary to the Constables in charge of the beat to proceed to their respective beat areas to discharge their responsibilities and duties enumerated herein. The SHO should obtain prior permission for any deviation from this from Inspector/SDPO. The Inspector shall surprise at least one beat in a PS in a month in addition to regular inspections. Visit by Village Police Officer (VPO) is to be treated as Beat. He should have all information about the village pertaining to Crime and criminals.

2. The Constables assigned to a beat should perform the following duties:

   A. Identify through discreet enquiry, observation and verification about habitual offenders, specially dangerous criminals, the nature of crime they are addicted to, or gangs, including members of organised crime syndicates requiring surveillance irrespective of their area of operation;

   B. Collect information from or about travellers at camping grounds, choultries, rest houses, railway premises, ferries and other places of public resort;

   C. Ascertain or verify any definite piece of information concerning crime or criminals;

   D. Service of summons and execution of warrants and to know the whereabouts of the absconding warrantees and their Cell phone numbers

E. Gather Information about movement of communal elements, sympathisers of left –wing extremists, terrorists, underground cadres, bad characters, suspicious strangers and wandering gangs in the village;

F. Enquire the movements both good and bad activities of all ex-convicts and history sheeted persons specially with reference to their lavish expenditure or of other persons connected with them beyond their normal means;

G. Find out the existence of any receivers of stolen property, contacts by bad characters or strangers with them;

H. Identify liquor shops, Dhabas, illicit sources of liquor, vice dens, gambling houses, drug peddlars, unlicensed weapons.

I. Collect intelligence about agitational activities of political parties or other organisations and clandestine activity of any organisation or their associates, or members or supporters.

J. To notice and ascertain any fresh settlers in the village or visitors and the places from where they have arrived and their friends and relatives in the village with whom they are staying or providing support to them.

K. To take up counselling of repeat offenders, ex-convicts, history sheeters and their parents to lead respectable normal life.

L. All the Police Constables should submit a monthly performance report (in form No. 11 A refer PSO 111) to the SHO. SHO shall in turn analyse Preventive / Detective/ Process Service / Identification of gangs etc., work turned out by the concerned PC in that month. Good work should be suitably rewarded.

663. Information to be gathered by beat constables :

The details of information to be gathered on each important item are given below:

1. **Crime**. Crimes include all offences and all undetected crimes and hushed up/unreported crime ;

Gangs :

2-A. The names and cell phone numbers of the criminals of organised crime or terrorist gangs that have passed through the village, whether they stayed there, if so, the number and duration of their stay.

B. The conduct and activity of the above gangs, syndicates, their members during such sojourn and their source of livelihood during their stay; and

C. The number of males, females and children, the name of the leader or head, their personal effects, and whether they belong to any particular class or organised criminal (mafia) gang or terrorist group, or drug syndicate; including their origin. Suspicious strangers to be identified.

Suspicious Strangers :

3-A. Their arrival in the village and all their activities and doings and any information of interest from police point of view;

B. the object of their visit;

C. the place, relationship and antecedents of the person with whom they stayed; and to ascertain cell phone numbers of such persons.

D. any suspicious activity during their stay and basis for the suspicion;

E. any crime that occurred during their stay.

Receivers of stolen property.

4-A. Existence / presence of any receivers of stolen property in the village with their cell phone numbers and property offenders who are close to them.

B. Those who visit them and any suspicion about them;

C. their frequent absence and the places and purpose of their visits outside the village;

D. method of disposal of stolen property, by sale outside or by melting it (jewellery etc.) immediately and persons who help them. In respect of other property like antiquities or art pieces his contacts outside;

KDs and Suspects

5-A. his presence in the village or otherwise with cell phone numbers

B. the work in which he is engaged, the place of his work and his earnings there from;

C. the earnings of his dependents, and whether the total income is sufficient for him to maintain his family above want, or whether he lives too extravagantly for his income;

D. whether female members have, or wear valuable jewels or ornaments or sarees;

E. the period of his absence if any from village and details of places visited, persons contacted, purpose and date of return;

F. whether, after the last visit of the police to the village, he was absent at any time from the village, either by day or night and if so, the duration of stay and his last absence and how he accounted for his absence;

G. the names and phone numbers of his associates, frequent visitors and their antecedents; and

H. Discreet enquiries from reliable persons about his way of life and earning.

Habitual Offenders :

6. The compliance or otherwise of the restrictions legally imposed upon them; and discreet enquiries relating to his style and way of life.

7. Village secretary should maintain a register of suspicious strangers wandering gangs, crimes occurring, KD register and other registers and records which a beat constable in charge of the beat may refer and consult.

Arrack, Toddy and Wine Shops, Dhabas at road side.

8-A. whether any illicit sale or manufacture of liquor is prevalent;

B. the persons frequenting the shop most;

C. the character and antecedents of the toddy or arrack seller; and

whether the person running these shops is a receiver of stolen property or harbourer of thieves or other offenders. Apart from this, information on organised gangs of illicit liquor manufacture, or trade, and their active members should be gathered. It may be noted that even licensed toddy shops may be used for sale of illicit liquor or adulterated toddy.

Whether road side Dhabas are serving liquor and allowing illegal activities including prostitution.

Unlicensed weapons :

9-A. The persons suspected to be in possession of unlicensed arms;

B. The sale and delivery of weapons by licence-holder to an unlicensed person; and

C. Whether the licence-holder purchased the weapon from an unlicensed seller.

D. Whether there is manufacture, trading in unlicenced weapons, explosives and explosive substances;

E. Demand of licence from a suspected person carrying arms or ammunition, and seizure of the same under a panchanama for any contravention detected.

Public gathering and Grama Sabhas :

10. Meetings held and subjects discussed, whether any 'People Courts' conducted by left wing extremists /militants or others.

Collection of money :

11. Whether any collections are made from public, the person (with cell phone number) collecting it, the purpose, the name of the treasurer and the use of such collections and whether it is voluntary or by force or intimidation. All information relating to collection of money whether clandestine or open, whether for religious purposes or development works should be gathered. The analysis of the information and action to be taken will be decided by SHO.

Information to be gathered on matters affecting the public peace :

664. The important points on which information should be gathered and nature of action to be taken in respect of communal, caste and group tensions, factions likely to effect public order are detailed below.

Communal:

1. The nature of relationship between minority and majority communities, whether amity prevails or points of friction and tensions exist, the details of disputes of long standing nature, whether dormant or active - efforts of village community to settle amicably, militant groups who under religious garb foment trouble and their active supporters, their activities and grievances specific to the village, important impartial and sober elements or community contact committee members of both communities who can resolve problems and help maintain peace, preventive measures at local or higher level that would be necessary to prevent breach of peace. The constable in-charge of beat or Village Police Officer (VPO) should be in constant touch with SHO to enable him to deal with situations according to the need.

Caste Problems :

2-A. Number of offences reported or unreported under PCR Act, 1955 or SC & ST (PA) Act, 2015; possibility of any atrocity taking place against Scheduled Caste or Scheduled Tribe members;

B. Necessity or otherwise of District Magistrate and Collector / Superintendent of Police / Dy. Commissioner of Police to visit and intervene personally;

C. Need or otherwise for granting or cancellation of weapons licences for any person to remove the imbalance or to ensure self defence of any person or group.

D. The activities of Village Watch Committees, Community Contact Committees and other non-government organisations if any in the village, their composition and work to maintain cordial relations and improve awareness of the problem.

E. The names and antecedents of militant persons who foment, incite and take advantage of tensions in all communities, and their antecedents.

F. To keep the SHO informed from time to time about caste tension if any to enable the SHO or other supervisory officers to take necessary steps to maintain peace in such a situation.

Political rivalries

3. In almost all villages, people have political affiliations with one or the other party. In most villages the public in general do not actively participate in political activities on a regular basis. Majority of them show interest only during election time, while a very small group may be active throughout. The police is concerned only with violent clashes or possibility of offences due to intense political rivalries - generally prior to elections or as an aftermath, and in some instances even at other times. The political factions quite often get aligned with communal or caste or village factions. It is the situation which is a serious threat to law and order quite often. The beat area constables have a duty to clearly understand these factors and keep detailed information of possible clashes in each village. A report should be made on the existence of such rivalry and the list of anti-social elements who take advantage of such situations.

Factions :

4. The existence of a faction, political, social, or communal, the latest moves and plans of the factionists, their supporters, likely developments or offences, the opinion of the villagers, the names of active members, their resources

and weapons and their involvement in cases in the area or outside, are the important factors which influence factious crime and public peace. Faction crime chart should be written indicating the initial problem leading to murders / attempts / burning of plantation / cutting of trees etc.

Agrarian unrest :

5. The villages in which there are serious land disputes, cultivation of tribal lands by Non-tribals, occupation of Government or private property, possession or dispossession, sale or transfer of land in scheduled areas, owner-tenant disputes, agricultural wages, water disputes etc. are causes of unrest. Information of all such issues with a potential for law and order situations or clashes or offences either spontaneous or instigated required to be collected and recorded in the village register (Part IV). The beat area constables with the help of village secretary and contacts with local people will be in a position to collect this information. In the event of likelihood of the breach of peace, the names of parties, the object of dispute or conflict, the extent to which the village and its residents are likely to be affected should be assessed and regularly informed to the SHO.

Beat Area Policing :

665-1. Two officers of the rank of police constable/head constables should be assigned for the same beat, who should also be in touch with the local 'Community Protection Officers' who are members of community policing.

2. The police constable/head constables assigned to a beat should be thoroughly briefed by the SHO. He should bring to their notice personally and in writing the standing instructions and responsibilities, and should give specific instructions to the officer regarding such matters as the nature of the work they have to perform, the manner in which it should be performed and the time by which they should return to the station, after each spell of duty. He should give them the benefit of his own knowledge and explain the purpose and specific problems that require to be looked into in each village.

3. Constables kept in charge of a beat should not be changed for three years normally and may be continued up to five years if possible so as to enable them to acquire thorough knowledge of the area, population, nature of its crime and criminals, and other matters of police interest. Efforts should be made to establish neighbourhood watch schemes and sound police-public co-operation and interaction which in turn helps in building up relevant data and intelligence regarding all categories, suspicious strangers and other activities in the beat area. This is the bedrock of police, crime, criminal and

police information system as well as the preventive and detective strategies of police.

4. Area policing would greatly improve police-public relations and enhance police image. It would enhance self-esteem and better motivation of all ranks in the PS.

5. Each SI in cities will be called sector SI in-charge of a large area of the PS.

6. Summons service and warrant execution will be taken up by area beat officers.

7. Area Police will document and short-list persons against whom suspect sheets / history sheets are to be opened.

8. Area Police will document hideouts of goondas / anti-socials, illegal financiers fleecing poor people (Call money rackets)

Process service :

666-1. This duty of the process service in Police Station should be entrusted to the constables in charge of beat areas unless for any special reasons the SHO himself proceeds or deputes an ASI or HC to serve a particular summons or execute a warrant. They shall serve the processes received by CCS/ Investigation Unit unless the Inspector, for any specific reason, entrusts any of them to the local Police.

2. The legal requirements of summons and warrant, the guidelines and directions for their service or execution are given in detail in the Chapter 25.

3. The constables in charge of beats or HCs or SHO when they proceed on beat duties or to visit villages should stay for sufficiently long time to accomplish the objective of the visit and to obtain as comprehensive a picture of the situation as possible to enable them to up-date the records and data on each village and issue. Constables in charge of beats when they proceed on weekly or regular beat duty, should perform night patrolling at least one night and stay for two full days even if the villages are near the headquarters of the Police Station. In case the beat consists of one village, which is a major panchayat, they should perform a minimum of 4 night beat patrol. They should also spend at least 8 days in different localities of village collecting and verifying information besides other duties connected with the beat as required in this Chapter. These are barest minimum prescribed and by no means intended to confine the visits only to those mentioned herein. The minimum prescribed is due to the fact that they may have to perform other station duties also.

667 - Visit of Constable to Villages on beats and patrols :

1. Constables going on beat duty, shall proceed to the beat direct from the Police Station after due briefing by SHO. Likewise on return they should report at the station before going home, hand over reports and arms and ammunition and other equipment if any issued. Any information during tour that deserves to be communicated should be communicated by quickest means like telephone or fax or any SMS, mail, whats App or other means. The cost of such should be reimbursed to the Police Officers concerned by the SHO from the permanent advance and recouped.

2. The departure of a constable on beat duty should be noted in the General Diary of PS, together with the special instructions given to him by the SHO. The time, date in Beat Book should be same in the GD also.

3. During the day, the beat constables will make enquiries about bad characters, but during the night, bad characters will only be checked to know their presence or absence from the village. No enquiries should be conducted during the night.

4. Lurking points should be identified and constables of the beat should spend sufficient time there during night patrol duty.

5. Road patrols and traffic staff deployed at nights on highways, railway police should be contacted during night rounds to exchange information.

CHECKING OF BEATS :

668-1. Check of beats means verification of work done by beat area PCs including information brought by them and secondly physical check during night patrolling. The first part is done through enquiries by SHO himself or ASI or HC. The second part is also done by the SHO or an officer deputed by him as prescribed herein. If the SHO is Inspector or SI, SIs or ASIs respectively should check the officers on night patrol duty by surprise.

FORM - 109 **See Order No.668-1 & 712-2**

BAD CHARACTER – ROLL FORM – A

(For History sheeted persons)

BAD CHARACTER ROLL **FORM – A.** Andhra Pradesh District Station Serial Number of rollVillage of bad character.Name, parentage and caste Descriptive Marks Age Height Crime numbers, with regards stations and sections of the penal code of offences committed in the past and their modus operandi details. **Convictions.** Place to which he has gone or is alleged to have gone and for what purpose. Immediate enquiries are being made. Date Signature and Designation To The Station House Officer…… Station.	To be filed in the station in which received and an index prepared. **BAD CHARACTER ROLL** **FORM A.** Andhra Pradesh District Station Serial number of roll Village of bad character Name, parentage and caste. Descriptive marks. Age Height Description. Crime numbers, with stations and sections of the penal code of offences committed in the past and their modus operandi details Convictions. Place to which he has gone or is alleged to have gone and for what purpose. Relatives and associates he has in the above place. Date and hour at which he left his village Date and hour of despatch of this roll and how sent. Date: Signature and Designation To The Station House Officer ……Station. A copy of the reply sent should be made below.	Information about the Bad character During his Residence in Police Station. Date: Signature and Designation **ACKNOWLEDGEMENT OF RECEIPT** (This should be detached and returned immediately on receipt of roll). Bad Character Roll Form-A. No. …Dt,…… Police Station. circle, District was ——— hours Received by me at ——— hours on ……20 . Relatives and associates he has in the above place. Date and hour at which he left his village Date and hour of despatch of this roll and how sent. Date: Signature and Designation To The Station House Officer. …….Station. Date of reminders.

2. The SHO or SI or ASI should visit selected villages (not the same every time) with the beat books and compare the dates and hours of the entries in the beat books with those in the point books. Such verification should be made even when the SHO or a ASI or officer in-charge of outpost goes to a village on any other work, such as petition enquiry or investigation. If beat books are not available, the checking officer will note down the particulars in his notebook and compare them with the beat book on his return to the station. Verification of information may also be done in the same manner.

3. The SHO should also make enquiries with village community contact members and other sources other than point-book holders, regarding the beat police officers' stay or presence on the days noted in the beat book. Such enquiries should be more in the nature of acquainting himself with actual field realities rather than out of any distrust.

4. The SHO should personally check the patrols in each beat area in his jurisdiction at least twice a month. ASIs or OP in-charge should do so more often.

Duties of supervising officers in relation to beats :

669. Officers of and above the rank of Inspector/SDPO visiting or inspecting a Police Station should not only see whether beat villages have been properly selected, but also ensure that the function of beats are being achieved and the data required is being compiled on sound lines. The fact of having done so should be embodied in the inspection or visiting notes, together with the instructions, if any, given to the Station House Officer. He shall go through the village permanent information book and see if entries are made as per proforma and the information is authentic and record his comments wherever necessary in the register.

Roads and highway patrols

670. District / City control room should constantly monitor safety of roads in a beat area is also the responsibility of the beat in which such roads are located. This patrolling by beat constables is different from the highway and traffic patrol which would be generally mobile. During the weekly beat or separately the beat area constable should concentrate on the roads both by day and particularly at night. The purpose of this should be to prevent crime on the roads and afford assistance and protection to those in need of the same, particularly women and children. They should closely liaise with the concerned traffic/highway patrol and obtain such assistance/information that

would facilitate effective crime prevention and protection to the needy. They should be provided with means of communication such as VHF Sets, Cell phones etc.,

Procedure on return of police officers from patrolling or beat or other service

671. When a Police Officer returns from beat duty, he should report to the SHO. An entry should be made about the time of return of the constable/HC from beat duty in the general diary. The SHO should verify and satisfy himself that the Police Officer has contacted point book holders. The SHO should debrief the beat police officers and take report on the following;

1.A. Collection and updating of information

B. Surveillance over history sheeted persons.

C. Meeting public, Community Contact committee members, village secretariat, village officials and

D. representatives of panchayats.

E. Service of summons and execution of warrants.

F. Petition enquiries entrusted.

G. Assessment of possible breach of peace and public nuisances.

H. Their observation relating to the absence of ex-convicts and history sheeted criminals.

2. The information brought by the beat constable should be verified by the SHO by contacting the concerned police officer where the absentee criminal is said to have gone. Similarly he must himself verify if he is elsewhere in his jurisdiction. If there are any strangers found in the area with suspected movement he shall make a report immediately to the concerned SHO.

3. The information relating to the absence or a temporary change of address given by the ex-convict or history sheeted person shall be verified by the SHO with the concerned police stations for the correctness of the information.

Records pertaining to beats

672. The information furnished by the beat area police should be entered by the SHO in the following records.

1. **Permanent village information Book:** This will be maintained by the HC/senior constable in charge of the beat after the reports and information

on each column and item have been submitted to the SHO and the summary approved by him. The sheets so approved will be filled by the SHO in the book maintained in Form 81. SHO, Inspector and SDPO shall countersign the entries. The latter may enter details in the sheets based on their own enquiries and information, or modification of information recorded. The proforma sheets will be issued to them by the SHO.

2. **Beat visiting book:** All the villages should be first arranged alphabetically leaving some pages of the book for each village. On the pages allotted for a village, the usual signatures of five or six inhabitants with good antecedents of that village where point books are kept should be obtained. The inhabitants should cover all important localities and sections of people. Three of the five persons may be a (i) Sarpanch or member of Panchayat, (ii) Village Secretary and (iii) member of Community Contact Committee. The first page should carry an index to the villages with the page numbers noted against them. The night patrolling by beat area constables to each village will also be noted in the pages meant for each village and signed by them on their return to the PS. The sample signature book will be in Form 110.

FORM – 110 **See Order No.672.2**

SAMPLE SIGNATURE BOOK

Full name, father's name	Address and Designation with Cell phone No.	Usual Signature

3. **Beat Books:** Every beat should have a beat book in Form 111. Constables in charge of beats whenever they proceed to the area should take the beat book along with them and note in the appropriate columns, the information they gather, during each visit. They should obtain the signature of at least three persons whose sample signatures are maintained in the station in the sample signature book in the appropriate column. Such signatures should be obtained in all the villages including "route" villages through which they pass. If the signature of any of the persons could not be obtained, the reasons may be mentioned in the book. The beat constables are required to sign the point books (P.B) during night patrol duty and obtain signatures of PB holders while on such duty.

FORM No -111. **Order No. 672-3, 687-11**

BEAT BOOK

Sl. No. and date	Constable's Number & Cell phone No.	Instructions. Specify the names of villages to be visited and work to be done with names of KDs/ DCs/absconding warrantees from their village.	Report of the constable regarding hour of arrival and departure at each village, work done, crimes, occurrences, strangers gangs, epidemics, etc., since last visit of police.	Names of KDs /DCs/absconding warrants. seen and where	Signature of village secretary/ Sarpanch or any other respectable resident of the village.	REMARKS (Where Constables of two different beats are to meet, signature of the other Constable should be taken under this column)
1	2	3	4	5	6	7

*List of KDs of beat————- Name of Villages. KDs.

*Should be on the inside cover of the book

4. The beat book should also be carried and action indicated as mentioned in the previous Order, if a constable goes on any other duty to any of the villages in the beat. Urgent visits where a specific work is performed and return is immediate, will not count as beat duty.

5. The beat books should contain in appropriate column the names of KDs, suspects, and habitual offenders proclaimed offenders, ex-convicts, receivers and other history-sheeted persons.

6. Point Books :

Point Books in Form 112 should be supplied to village secretaries and selected inhabitants of every village with good antecedents, farm houses in dacoity-prone area, including a few members of the Panchayat and Community Contact Committees in the station limits. Constables in charge of beats and officers overseeing their work or visiting the village for any purpose should sign the point books whenever they visit the village, noting the date and time.

FORM - 112 **See Order No.672-6**

P O I N T B O O K

Village…… [Name of person with whom kept……]

S.No.	Date and hour of visit	Visiting Officer		Signature
		Rank and Name	Name	
1	2	3	4	5

Check Register of KDs, BCs and Suspects, Organised gang members and leaders and other History Sheeted persons

7-A. A register in Form 113 should be maintained in all stations and out-posts to check the movements of all KDs and suspects. The names of notorious rowdies and all other history sheeted persons shall also be entered in this register. The bad characters who are in jail and not likely to be released during the year can be entered at one place in the opening pages of the register. The information in respect of bad characters who are present, out of view, or in jail but likely to be released during the year shall be entered every month. In the case of bad characters in jail, entries regarding the period of imprisonment and the probable dates of their release shall be made in the remarks column. The names of KDs followed by those of suspects, will be written for each beat serially. The date of the expiry of the history sheet shall be noted in the remarks column against the name of each BC. The entries on each person should be entered on the basis of reports received from beat constables or on facts ascertained through personal enquiries by the SHO. The presence or absence of a person in the register will be noted by means of the symbol "P" or "A" with the date and hour of check, the number and name of the constable who checked the person or the designation and name of the officer who checked him.

FORM – 113 **See Order No.672-7 and 712-2**

CHECK REGISTER OF K.Ds AND SUSPECTS

Station :…… Circle……

Check during the month of……20.

Note:- The new moon day should be marked on the particular date with a thick dot (O), and days preceding and following should be shaded with thin lines, as shown below:

7	8	9	*10	11	12	13

S.No.	Number of KDs. in the K.D.Register	K.D /Suspect.	Full Name of K.D. or suspect with father's name, cell Ph. No.	Number of the Police Officers and K.Ds attendance (Present or Absent) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2	3	4	5

B. The names of criminals and suspects addicted to the commission of crime at night should be entered in red ink in the register. These persons should be checked during the night. The names of others should be entered in blue ink. Enquiries should be made in respect of all criminals during day. Associates of night criminals, though not known to have themselves operated during night, should also be shown in red ink or highlighted in red colour and checked during the night.

C. The names of persons who are members of organised crime gangs, terrorists, drug traffickers, habitual offenders, offenders of trafficking in children and women, habitual forest offenders and those known to commit offences against flora and fauna should be entered in the register and enquiries made. The result of enquiries and their current activities should be noted in the sheets.

Duty Roster:

8-A. A register in Form 102 should be maintained in all rural police stations.

B. The name and number of the beat, sensitive/hyper-sensitive villages therein and route villages should be written for each beat area in the relevant column of the Duty Roster. Each beat should be numbered as 1, 2, 3 etc. It is not necessary to enter the names of villages in the Duty Roster each month.

C. The number of beats should be entered first in the register with three horizontal columns for each beat shown as below:

Beat 1 Night Day Checking Officer

Beat II Night Day Checking Officer

D. Other duties such as investigation, process service, village visiting, guards, escorts, orderlies and messenger duties should be entered below the above entries. This will be followed by "Miscellaneous duties". The exact nature of the miscellaneous duty on which a constable is deputed shall be indicated in the roster by a letter of the alphabet below his number. There should be a key on the first page of the roster to show what each letter stands for.

E. The Identity Number of the Police Officer, his name and his rank detailed for a particular duty should be mentioned below the date entry on which day such duty was performed. In the case of the Sub-Inspector and the Assistant Sub-Inspector, the entries below the relevant date entries will be "SI" and ASI" respectively.

F. The duty roster relates to all duties and not merely beat duties and shall be maintained by SHO or Station Writer. The SHO must attest the duty roster whenever he is at Headquarters after careful check of entries made in his absence. The manner of allotment of duties is detailed in the Chapter 34.

Village Roster :

9 . A register in Form 114 should be maintained in all rural police stations. The names of all the villages in the jurisdiction, arranged alphabetically, hamlets being noted immediately below the village to which they are attached should be entered. A village is what is comprised in one Panchayat. The names of villages will be written in red ink and those of hamlets, which are part of same Panchayat in blue or black ink. The visits of a constable, head constable or the SHO on any duty to a village should be noted in the relevant column by marking the date on which the visit was made and the number and name of the constable or HC or the letters "SHO" as the case may be.

FORM – 114 **See Order No.672-9**

VILLAGE ROSTER

Name of Village	JANUARY	FEBRUARY	MARCH	REMARKS
	Dates	Dates	Dates	

CHAPTER 36

Law and Order, Detective and Traffic Police Stations

City, Town or Semi-Urban Police Stations:

673-1.The orders, instructions and guidelines on the working of the police stations, their management, the criminal and other records to be maintained are set out in Chapter 33, 34 and 35. Marine PSs called Coastal Security Police Stations details are elaborated in PSO 611-15 chapter No.34. The duties of various ranks of police officers and responsibilities attached to the posts are detailed in Chapter 5. The urban police stations located in large cities, towns and semi-urban areas present certain special features and problems. To state briefly the urban area requires more intensive policing and faster response mechanism. The urban policing is divided into two categories. The Commissionerates and "A" grade municipal towns are treated as one category, where there are separate police stations for law and order, crime and traffic functions. The other urban towns are treated as another category where all the functions are carried in the same station but under urban police system. The first category can be termed as city police station and the second category can be called as town police station.

2. In the working and the management of city or town police stations, the instructions in Chapters 33, 34 and 35 with specific reference to Order No. 611 in Chapter 34 in so far as they are applicable should be complied with. Particular attention is drawn to the manpower and resource utilisation, allocation of duties and working hours, maintenance of records, organisation and functioning of area beat, registration and investigation of cases, duties and responsibilities which are contained in the above Chapters and also in Chapter 5

3. SIs of Police of Law & Order police station are empowered to compound offences u/s 200 MV Act, vide GO Ms. No. 108 of Transport, Roads and Buildings (TR-I) Dept. dt. 18-8-2011.

4. All SHO of AP are designated as Child Welfare Police Officers in accordance with Sec. 107 of JJ (CPC) Act, 2015 vide GO Ms. No. 12 Home (Services-I) Dept. dt. 11-2-2016.

674. Police Station strength to be divided in to detachments :

The authorised strength in these Police Stations should be divided into four detachments: (1) Beat and patrol detachment; (2) General detachment; (3) Traffic detachment. (4)Response Policing.

Result-oriented / Beat and Patrol Detachment (Sec. 149 Cr.PC):

1. The strength to be provided for this detachment in each Police Station will depend on the number of beats in the PS. The number of beats should normally be eight in the city and four 4 in the town police stations excluding those in the outposts, in the jurisdiction of the concerned PS. The strength for this detachment should be a minimum of one HC and 3 PCs per beat. The detachment will be supervised by one or two SIs at the rate of one SI for about 4 beats. Where only one SI is in charge of the Town PS, he will be in charge of all the beats. He may take assistance of ASI for day-to-day monitoring of the duties of beat detachment.

2. The personnel assigned to a particular beat may be retained for one year. If any one, in the opinion of the SP/Addl. SP, DCP of the Zone, either on his own information, or on the basis of a written report of SHO or Inspector or SDPO or due to any disciplinary proceeding for a major penalty, such police officer may be removed from the beat or even the beat detachment and an entry relating to such an order be made in the Small Service book along with reference number.

Traffic Detachment :

3. This detachment in a town police station shall consist of 1 HC or 3 or more Constables based on the number of traffic points requiring to be manned at peak traffic time during the day. There is no need to form a traffic detachment in towns which do not require fixed manned traffic points or where there is an exclusive traffic/highway police station. If it is a mere regulation on certain days or occasions, the number, necessary exclusively for traffic duty, or if any assistance to the traffic police is required, the personnel may be detailed from the General Detachment. The beat area Constables may also be asked to look after such matters during their day patrolling. The traffic duty of the police personnel who are from general/beat detachments will consist of regulation and assistance to the traffic police on duty, as well as foot patrolling to keep the streets clear from obstructions and the other prescribed traffic duties. Enforcement work should be taken up in lean hours. Regulation of traffic is priority during peak traffic hours.

General Detachment :

4. All other strength of the town police station shall be known as General Detachment. 1 ASI or HC and 2 to 3 police constables should be earmarked

as an Investigating Team for directly assisting the Sub-Inspector/SHO for investigation of cases. This number should be increased suitably depending on the number of cases a police station has to handle, more particularly in City Police Stations. Where the SHO is an Inspector, one or more SIs should be earmarked for investigation of the cases assisted by the team as indicated above. The ASI or SI in this team should also attend the Court, in relation to the cases investigated by the Police Station. One Station Writer HC and a Station Guard or watch as per requirement should also be provided from the General Detachment. The remaining manpower should be utilised either to reinforce the strength for any of the detachments, or for any emergency and such other duties which the SHO considers necessary.

5. Response Policing :

Blue colts and Rakshaks will be tasked to attend to dial 100 response calls and report to SHO of the work turned out. This is intended to enhance response policing.

Area Policing (Law and Order PS) - Organisation and functions of beats

675-1. A beat in a town or a city shall include around 2,000 households or a population of around 10,000. The entire station area should be divided into such beats keeping convenience, continuity, accessibility and ability to cover all the streets in the beat in one day or night on foot. The total number of beats in a town should normally be around four (4) and for a city area around eight (8). A minimum of 4 or a maximum of 7 police officers consisting of at least one ASI/Head Constable should be earmarked for the beats.

2. In case of outposts there should not be more than 2 beat areas. The organisational functioning of the outpost is dealt in order 705 to 710.

3. Every household should know the beat in which they are included and the names of SI, HC, PCs who are assigned to the beat and the place of their work and the telephone number of the place of their work (PS or OP).

4. The objectives of the beats and the duties of HCs and PCs given charge of a beat in a town/city, their powers and responsibilities are the same as contained in Chapter 35 relating to Beats and Patrols in rural areas. The SHO and all connected with the beats in the town/city police stations should be familiar with all the orders in Chapter 35 and comply with them in so far as they are applicable to the towns/cities. This is in addition to the specific instructions contained in this Chapter. All reference to villages and records

in Chapter 35 may be construed as a reference to the various localities, colonies, streets and corresponding records of the town/city police stations.

5. The PCs and the HCs earmarked for each beat are responsible for all preventive and detective duties of the police in that area and for reporting all information, maintenance of prescribed records and handling any situation themselves or by securing help from the police station. They have all powers conferred by the Cr.PC, the Police Acts and other Acts and they have to ensure prevention of offences and protection of the people should exercise these. The limitations on such powers and the responsibilities attached thereto should be understood and recognised.

6. The other important duty is to serve summons and execute warrants in the area of their beat.

7. It shall be their duty to collect information on all matters listed in Chapter 35 relating to their beat area and if necessary communicate the same to the station or otherwise with the quickest communication available.

8. The HCs and the PCs in charge of the beat shall patrol their respective beats for a minimum of 15 nights in a month either together or in two intervals spread over the month.

9. The Head Constable in consultation with the Constables in charge of the beat shall prepare as many models for beat service as possible in that beat, including night beats varying the routes, lurking points based on hotspots, contacts with neighbouring beats etc. in advance and assign them serial numbers titled as Plan 1 or Plan 2 and so on.

10. The Sub-Inspector shall be responsible for keeping in close touch with the beats and for complete supervision of the fieldwork, simultaneously verifying records maintained by them.

11. During the day time, their patrolling duties should be drawn up in accordance with the standard plan which should include clearance of obstructions, dealing with cases of nuisance, street brawls (affray), process service, moving and watching in congested areas, verification of B C rolls, crime card enquiries, check of bad characters who are listed for day check, assistance to staff in regulation of traffic, despatch of messages or communications relating to that area, assistance to Investigating Units, preservation of the scene of occurrence, organisation and liaison with theCommunity Contact committees of the area or welfare associations of the locality and any other duty relating

to that beat specifically entrusted by the Sub-Inspector or the SHO for that day.

12. The Police Constables and Head Constables assigned to Outposts and beats should be fully conversant with the station jurisdiction generally and beat area in minute detail. They should know the names and be able to recognize all history sheeted persons residing in or known to visit the town or their beat. They should also know the residences of relatives and associates of such bad characters.

13. The most important duty of night beat men will be to identify and pick up suspicious strangers, question them intelligently as to the reason for their visit to the locality and quickly verify the information given by them. This should be done with skill and tact and only in cases where such strangers are not able to give a satisfactory account of their presence or where their movements are suspicious, they may be brought to the police station for further action and a report presented to the SHO forthwith.

14. If new gangs or suspicious groups are noticed in some places the beat Constables should immediately question their members and get information regarding the number of male and female members of the gang or group, their occupation, the time of their arrival the earlier places visited by them and time and duration of such and the place from where they hail. They should also question the purpose of their visit and their destination. When however, large gangs are encountered, the beat Constables are not to confront them, but report their presence to the SHO who will arrange for their interrogation on the lines indicated above.

15. If any strangers are found in the company of a bad character, information in respect of them must be immediately gathered and passed on to the SHO. If their movements are suspicious, they, along with the BC, should be taken to the Police Station for questioning.

16. Minor complaints may be referred to the area beat HC by the SHO and it will be his duty to attend to them promptly. He should arrange for the performance of such other duties as may be allotted to him by the SHO. Copies of the beat diary shall be sent daily to the Inspector/SDPO/ACP by the SHO with the Station GD. The beat diaries shall be maintained continuously by the HC of the beat or in his absence by one of the senior Constables assigned to the beat.

17. If Drunken persons are reported to be creating problems to the public, such persons should be taken to the local Hospital for admission and testing

presence of alcohol. Taking such persons to police station should be avoided to prevent any untoward incidents.

Day Duties :

676-1. Day patrolling will be done by the Constables of the beat in their area for specified periods or on definite assigned work. The SHO should either depute them for such specific work in their beats or they should with the permission of the SHO proceed on day patrolling or to perform any of the functions which are required to be performed by them such as gathering information on various items, meeting of area Community Contact committees or patrolling and other duties as prescribed in 675-11.

2. There shall be no separate staff provided for process service and messenger duty. The service of process or execution of a warrant shall be done in the manner indicated in Chapter 35. A beat area Constable on duty during daytime will be entrusted with a few processes to be served on persons residing in a particular locality in his beat along with his other duties. In urgent cases where the area beat men are not available the SHO may depute any police officer to serve the summons or execute the warrants. It should normally be possible to have all processes received on a particular day, served on the same or the next day. Similar procedure shall be followed in respect of other items of work such as despatch and messenger duty, verification of bad character rolls and crime card enquiry etc.

Night Patrols

677-1. The area of a town police station for purposes of night patrol is divided into beats as indicated in Order No. 675 above. It will be the duty of the Inspector and the SDPO to see that the beats are organized in the manner detailed in Orders 675. The beats should be organised in such a manner that it is possible for beat Constables of the adjacent beats to meet and sign in each other's beat books. An element of surprise and effective coverage of crime prone localities, surveillance of history sheeted persons, apprehension of persons as per Sec. 41 CrPC, rescue of people in distress, reaching the spot of trouble if any and prompt report for reinforcements from the PS or PCR should be main tasks. Instructions should specifically cover these. Exchange of signatures of neighbouring beats, mobile patrols and plain clothes surveillance teams if any, should be indicated in the instructions. Contact and exchange of information and recording signature in the point books kept with citizens, private watch and ward personnel to the colonies, flats and

congested localities, Railway Police, RPF teams, Industrial security personnel whether private or public sector should be within the allotted tasks.

2. On the return of night patrol beat duty police personnel to the station at 0500 hours, the Police Officers in the station, other than those on guard duty, may be detailed to deal with regulatory functions and urgent cases.

Instructions to Night Patrol Men

678-1. SHOs should show the photographs of all wanted property offenders, from the AP Police intranet, wanted warrantees list to the beat PCs / HCs.

2. Show crime hotspots i.e. lanes and by lanes with high incidence of property crime.

3. To move cautiously so as to observe thieves without being seen by them.

4. Watch carefully whether all doors and windows of houses are securely locked from inside.

5. To examine back streets, lanes and backyards of houses, and

6. To keep an eye on all disorderly and suspicious persons.

Preparation of Information relating to the Beat Area

679. In addition to the duties and information to be gathered as indicated above the police officers in charge of each beat shall prepare a list containing the information mentioned below. This list should be circulated among themselves and displayed on the station Notice Board for the information of other staff.

A. the names and residences of the history-sheeted bad characters and absconding warrantees residing in the beat;

B. residential complexes of Government Departments, public or private; undertakings, large multi-storied blocks, working class colonies and basties;

C. bazars or other markets, where public gather during certain times of the day or days in a week;

D. cinemas and other places of entertainment; museums, zoological gardens, parks, circus, drive ways etc. where public gather;

E. important bus stands and all railway stations; with phone numbers of superintendents;

F. choultries and other places, where strangers generally take up residence or gather; lodges and residential hotels phone numbers of such places;

G. residences of high government officers or personages and their liaison officers phone numbers;

H. important government offices, schools, colleges and hostels and phone numbers of principals / head masters / wardens ;

I. places of worship, and localities where festivals and fairs take place with phone numbers of main priests;

J. places where point books are kept with names and phone numbers;

k. places where police or other security guards are provided with phone numbers;

L industrial estates and factories;

M isolated housing colonies and houses;

N. places where breach of peace is likely and the occasions and nature of such trouble;

O. crime prone areas;

P. terrorist / extremist affected areas/shelter areas of terrorists / extremists / communal elements;

Q. meeting/contact points of criminals/terrorists / extremists / communal elements;

Checking of Night Patrols

680-1. The checking and supervision of work of the beat Constables on night patrol in their beat area shall be performed by turns by the SHO Inspector or Sub-Inspector of the beat and Asst. Sub-Inspector to enable one of them to be available every night to attend to this work and any other important and urgent work in the Police Station. Every checking officer will invariably sign the beat books or work tickets noting the time and the place where he has checked the beat. In case a Constable of a particular beat is absent, the checking officer will make an entry both in the beat diary and in the Station GD. The Inspector/SDPO/ACP should bring the matter to the notice through a report for suitable action. The officer checking the night patrols should sign the point books and indicate whether the Constables of the beat are also signing them or not and make an entry in the GD.

2. The Inspector and SDPO/ACP should check night patrolmen at least once a week in his jurisdiction.

Duties of General Detachment

681-1-A. Prompt arrival at the scene of occurrence, preservation of the scene, arrest of accused and other arrangements to maintain peace and order. The beat area officers should accompany them if they are present in the police station or proceed to the spot on intimation immediately from wherever they are.

B. Court work in relation to the cases investigated by L&O police stations.

C. Act as Station reserve to meet and respond to any call for police help including incident control and follow up action for offences occurring in the Police Station area,

D. To provide for the Station writer and his assistant. The station writer or his assistant should always be available in the police station and attend to all telephone calls and messages. He will also be in charge of the case property room (malkhana), the registers connected with it and safe maintenance of all the case property.

E. Provide for the security of the lock up rooms and the premises of the P.S.

F. Duties outside station limits when deputed.

G. Attending court work relating to the station cases.

2. SHO shall hold the roll call for all personnel of the general detachment as well as other staff who are not engaged on duty at 0800 hours and 1700 hours every day when the duties for the next 24 hours should be made known to them.

3. In the absence of the SHO, the senior-most SI, ASI or HC present will be the SHO and perform all duties of SHO during that time in the police stations.

4. An investigation team consisting of SI or ASI and other personnel shall be formed by the SHO for the purpose of investigation from this detachment for investigation of all cases by the Police.

Station Security and Guards

682. An SI/ASI shall assist the SHO in the security and guarding, house keeping, reception, public relations, and other miscellaneous functions of the police station. The security should include arms, ammunition and government property, case property, prisoners, lock up rooms etc. The house keeping functions should include cleanliness and proper maintenance of all equipment

provided to the police station including vehicles, communications and scientific equipment and weeding out of old records. He will be in charge and responsible for posting guards or watch depending on the assessment of the threat perception under the orders of the SHO and availability of manpower. The strength required for these duties shall be found from the general detachment.

Rotation of duties and Reliefs.

683-1. General duty staff as distinct from beat detachment of a police station should also be sent out by turns on day duties as well as night patrol duties in any of the beat to support or substitute the regular beat Constables. They should be sent on night beat duties at least on 8 nights in a month. The personnel allotted to various beats may also be given such duties of general detachment like station guard, reception or investigation, incident control when they are not engaged with their area beats. The rotation of duties should not disturb the assignment of police officers to various area beats.

2. In times of emergency, when it becomes necessary to mobilise an emergency force of the L&O Police, as many police officers of various ranks as can be conveniently withdrawn from routine duties will be assembled at the stations and retained as long as may be necessary. This mobilisation should not include the investigation staff of the police stations. Even for mobilisation to deal with law and order problems within the police station or in the sub-division the orders contained in 617 of Chapter 34 shall apply.

3. Night Rounds by Officers in Towns/Cities: The system of checking of night patrols prescribed in Order 680 shall be followed.

Dissemination of Intelligence.

684-1. Where there are more than one police station in a town, the Station House Officers should work in close co-operation with each other. The Inspector and SDPO will ensure proper co-ordination of work of all. Telephones, wireless sets or cell phones wherever provided should be used for communicating information of interest to other police stations and to each other.

2. Two telephone message registers should be maintained as prescribed in this Chapter.

3. The SHO of each station will communicate to the control room and other police stations in the town or city every morning, reports of crimes, absence of bad characters, arrests of suspicious strangers, cases of missing children, property lost, found, or recovered under suspicious circumstances, and other matters of interest or importance. Each SHO shall be responsible for the dissemination of intelligence of his station to the other SHOs in the town/ city. Only in cases of breakdown of all means of communication, information should be conveyed through messengers.

4. **Crime control co-ordination** : Instructions of the Inspector in charge of the DPS/CCS regarding the areas and persons requiring special attention by the beat Constables shall be complied with. The Inspector, DPS/CCS in consultation with his staff and after a thorough scrutiny of the records and information available, should tender the advice or instruction specifically and avoid any general instructions to the L&O Police with regard to night patrols.

5. There should be a weekly meeting of SHOs of L&O Police Stations and the Inspector of the DPS/CCS for free exchange of information. SPDO/ACP has to facilitate such meeting and during such meeting Crime / arrest data has to be uploaded in AP police intranet. The other matters which should be covered in the meeting are the quality of beat service, crime, criminals and their operations, matters requiring mutual assistance, defects and remedial action in recording FIRs, arrival at and the preservation of scene, incident control measures, information relating to absconding or wanted accused, maintenance of criminal records, action taken on previous week's meeting and other matters connected therewith specifically for the week.

6. The Inspector of DPS/CCS shall conduct these meetings in which all SHOs should be present irrespective of rank. The SDPOs / ACsP of the L&O Police and Investigation Branch should preside over at least one of these meetings each in a month. These meetings should be held preferably on Saturdays. The proceedings of the meetings shall be drawn up by the DPS/ CCS Inspector and circulated to those who attend the meeting with a copy to all SDPOs, and SsP. In respect of Cities, ACP Investigation and ACP L&O concerned should hold the weekly meeting alternatively, assisted by the Inspector in charge of the Investigation Unit for the area covered by his Unit.

Enquiries Under Section 174 Cr.P.C. in metropolitan and "A" grade municipalities :

685-1. Enquiries under section 174 of the Cr.PC in cases other than suspected homicides will be conducted by the SHO of the concerned PS or the SI/HC having jurisdiction over the concerned beats and in their absence by any other HC of the PS. In homicides, the concerned Inspector or the Sub-Inspector of the PS will proceed to the spot immediately and take necessary further action.

2. The Police which reaches the spot first may, while preserving the scene and other incident control measures await arrival of the detective police and if their arrival takes unduly long time the L&O Police SI should proceed with the enquiries and other action required to be taken. CLUES team should be informed to reach the scene. In such situations where the detective police arrive after the inquest has commenced, they should associate themselves with the inquest being held by the L&O Police and take over investigation thereafter.

Records in a Town Station

686-1. **Station House General Diary**: This is one of the important records of the Police Station. The SHO is responsible for its up-to-date and accurate maintenance. Even in his absence, he should ensure that it is always kept up-dated and authentic. No latitude is permitted in this matter. In his absence, one of the Sub-Inspectors of the police station present or the Assistant SI or the general duty Head Constable or the SW HC will be in-charge of the general diary. This diary will contain the details of the work and movements of the SHO and other police officers of the P.S. such as grant of leave, issue of passports and disbursement of pay etc. The following instructions are issued for the maintenance of the general diary.

A. At 0700 hours or 0800 hours as the case may be, the Inspector or Sub-Inspector who is the SHO shall close the previous day's general diary and open the general diary for the day.

B. He shall scrutinise personally the cashbook, railway warrants and bus warrants and certify to their correctness.

C. He shall examine the vehicle(s), the POL, communication equipments, telephones, fax, and other equipments and record the maintenance details and damages if any. He should countersign the vehicle log books daily.

D. He shall scrutinise the diaries of each beat and note in the station GD any important matter requiring attention.

E. He shall leave specific instructions for the next 24 hours in the general diary and also where necessary, in the diaries of any beat or the outpost.

F. When detailing HCs and PCs for any duty, he should specify the time of their departure and return to the station after assessing the time required for the duty proposed to be performed.

G. Whenever he goes out, he should record the duty on which and the place to which he is proceeding, and hand over charge of the GD to the SI or ASI or GD HC or to the SW HC as the case may be.

H. When the SHO goes out on any work including court work, he should, after completing the work, return to the station and record in the general diary, the work turned out by him. Whenever the SHO goes out, he should see that his absence from the station is to the barest minimum, a necessity to ensure efficiency and discipline in the staff.

I. HCs or PCs sent outside the town on duty should be issued with a passport under the SHO's own signature, specifying the work he is to perform and the hour at which and date on which he is to return.

J. Whenever the SHO returns to the station, he should take follow up action as per entries made in the general diary or beat diaries and record the fact of his having done so therein.

K. The days on which the SHO does not propose to check night patrols, he should direct, through an entry in the station general diary, the next in command to carry out the check.

687-1. **Beat Detachment Diary**: A beat diary in the same form as the GD will be maintained by the SHO in the town stations. All matters relating to the duties in the beat shall be recorded in this diary. In the absence of the SHO, the next in command may record entries in the diary. Detailed out put of work expected from the beat personnel should be mentioned on PCs / HCs / ASIs monthly assessment report which need to be duly certified by SHO.

2. The constant and regular duties in the beat should be listed and pasted on the inside cover of beat book for ready reference and compliance. Varying duties may be written in the beat general diary whenever they are to be performed. In which case, the HC or PC should acknowledge the noting of the instruction by affixing their signature.

3. The instructions to the beat police officers in the towns in the beat diary or beat book should cover the following:

   A. notorious rowdies and anti-social elements who require to be checked and the time when they should be checked;

   B. the localities where and the times when nuisances, eve teasing, communal or other incidents are generally committed;

   C. the names of absconding warrantees / fugitives should be incorporated .

   D. Bazaars and streets which constantly require to be cleared of obstruction and the hours during which obstructions usually occur.

   E. notorious opium / Ganja dens and distribution and storage points of narcotics and psychotropic substances and liquor shops where after-hour sales are known to be conducted unless kept under strict control;

   F. cases of missing children; with address of their parents / guardian

   G. notices of important cases requiring vigilance on the part of the beat men;

   H. particular localities to be specially visited for prevention of mischief and all forms of crime; and criminals and receivers who require to be watched.

4. At the commencement of each spell of duty, the officer in-charge of the beat will hold a roll call for the officers of his beat and record the fact in the beat diary. If any member of the beat is absent or late, the fact should be recorded in the beat diary and the defaulter's explanation obtained and submitted to the SHO. Similarly, the officer in-charge of the beat should make an entry in the beat diary at the end of the spell regarding the departure of the beat staff.

5. The SHO shall make an entry in the beat diary each day specifying the night patrolling to be provided in each of the beats, after noting the staff available in each beat in the night between 2100 hours and 0700 hrs. If for any reason, the beat area men are not adequate, he may, if he thinks it necessary, provide additional staff from the General Detachment for night patrolling duty in any beat during that night.

6. Beat in-charge when they turn up for duty, should pursue the instructions recorded by the SHO/Sub-Inspector and record the fact of their having done so in the diary.

7. All police officers of beats present in the P.S. should not go out on normal beat duty or sent out on other routine duties unless there is a likelihood of any emergency situation arising on that day.

8. Beat Officers are responsible to see that their staff do not leave the station without any specific work.

9. Whenever, PC/HC is sent out on duty he should be issued a work ticket in Form 115 with specific instructions. The officers should note the hours of their departure and return along with a report of work done by them which should be entered in the beat or general diary as the case may be. The checking officer may note the shortcomings if any on the duty tickets for further action if they could not be rectified on the spot.

FORM - 115 **See Order No.687-9**

SECTION OUT-DOOR WORK TICKET

Name of Officer with Cell No.	Work allotted	Time	Receipt of work

10. The SI/HC in charge of the beat should not absent themselves from the station throughout the spell of their duty on the pretext of going to check the beat staff. He should complete his check and return to the station in about an hour's time. He should receive his beat staff when they return from patrol and leave only after debriefing and making necessary entries in the beat diary.

11. **Beat Books**: Every beat in a town/city should have a beat book in Form 111, maintained in the same manner as beat books in rural police stations with necessary variations specific to the needs of the town/city police stations. All instructions mentioned above in respect of the beat detachment diary and with reference to the City/Town beat areas contained in this Chapter should be borne in mind in the maintenance of these beat books.

Other Records :

688-1. **Duty Roster**: A duty roster in Form 117 shall be maintained in all town/ city police stations. The roster should be drawn up every day and should contain

a clear picture of the utilisation of manpower in the police stations. The personnel who are given off duty or on leave or sick should be mentioned. The principles of utilisation of manpower and allocation of duties as indicated in Chapter 34 should be complied with.

2. **Point Books**: Point books should be kept at prominent places and at strategic points. A list of places where point books are kept will be displayed in the police station. The manner of distribution of point books in town should cover various localities and crime prone areas so as to ensure effective night patrolling in all vulnerable parts of the beat area. The persons with whom the point books are kept may include members of the local Community Contact committees and places where private or other security guards are posted, residences of persons in colonies etc. It may be necessary to vary the location of point books from time to time in the same locality. Point books should not be kept at places where the signature of the resident or the guard cannot be obtained. The Constables on night patrol will be required to sign these point books at the hours mentioned in the beat books.

3. **Crime Records of town/city police stations**: Parts 1 to 5 of Station Crime History should be maintained in the city/town police stations in the same proforma and same manner as prescribed for rural police stations in Chapter 33. In respect of part IV of the Station Crime History the information should be entered for each beat of the particular police station treating each beat as one village and the relevant entries made in the same manner as prescribed for the rural police stations. The beat area HC will be responsible for furnishing the information in writing which shall be edited and entered in the part IV by the SHO with his comments as detailed in Chapter 35.

4. ***Modus Operandi* Index**: The MO index of criminals who are residents in the station and who, though belonging to other stations have operated in the area previously should be maintained in the police station, following the proforma and classifications of the National Crime Code book and also the classification listed in Chapter 33 as well as Chapter 40 on DCRB.

5. **KD Check Register and Beat-wise list of Ex-Convicts**: These registers should be maintained in the same manner as prescribed in Chapters 33 & 35.

6. All other records prescribed for an L&O police station should also be maintained in the city/town police stations in the same manner as applicable.

7. It shall be the duty of the Law and Order Sub-Divisional Police Officer/ ACP to personally ensure that all records in the town/city police stations are maintained as per the prescribed procedure.

8. The functions and management of the rural police stations are contained in Chapter 34. Except as provided in orders above in this Chapter, the instructions contained in Chapters 33, 34 and 35 and at all other Chapters in the Manual apply to the working and management of all City/Town/L&O police stations.

Detective Police Stations (DPS) and Central Crime Stations (CCS)

689-1. Detective Police Stations are to be established in all "A" grade municipalities and in Commissionerate Cities. These police stations are meant to detect, investigate and prosecute all offences other than connected to Law and Order and Traffic. These offences include both conventional as well as sophisticated crimes connected to properties and other securities. In these periods of modern and advanced technology computer crimes, economic offences, multi level marketing speculative and money laundering offences take place as a major part of these crimes. These crimes are well dealt with under special laws enacted besides the conventional provisions of Cheating, Forgery and Criminal Breach of Trust provided in IPC. Apart from Detective Police Stations, Central Crime Stations are established in all district Head Quarters and cities working under the direct supervision of SP / CP/DCP crimes.

2. In view of the nature of the crime dealt with by these specialised units, the necessary scientific and other available modern equipment should be placed at their disposal for quick and correct detection of cases. As a part of this, the following infrastructure facilities must be made available in every district.

   A. Forensic science laboratory unit with all facilities for analysis and examination.

   B. Sniffer dog squad.

   C. Finger Print Unit with photographer.

3. When there are more detective police stations and central crime stations in the district, the above infrastructure facility may be extended according to the necessity.

4. The detective police station is headed by an Inspector as SHO assisted by skilled staff well versed in the detection of various categories of conventional

and sophisticated crimes. The SHO and his staff shall be given periodical training in all types of white collar offences, including cyber crime.

5. The main functions and responsibilities of Detective Police Stations are;

   a. Detection, investigation prosecution and documentation of all property crimes other than ones connected to Law and Order and Traffic.

   b. Taking up investigation on scientific and methodical lines.

   c. Maintenance and upkeep of crime, criminal information system and crime records and computerising all crime records and criminal intelligence data.

   d. To employ all scientific aids available for crime detection.

   e. Built up special investigation skills by being equipped with innovative ways of detection of crime in advanced society.

6. The Detective Police Station need not organise beat duties except night patrolling, if any, to check up some bad characters. It shall have its own plan of surveillance basing on specific events or situations and crime hot spots.

Management of Detective Police Station (DPS)/ Central Crime Station (CCS)

General Diary

690-1. A General Diary will be maintained in the DPS in the same manner as prescribed for L&O Police Station in respect of their functions and duties and the matters dealt by them.

Night Duty at DPS/CCS

2. The Inspector should always keep a minimum required staff for meeting emergencies out of office hours at the DPS. At least one SI should be available between 2000 hrs and 0800 hrs every night at the DPS/CCS. When information received during the night demands immediate presence of other officers, they should be summoned. The telephone and other communication shall be manned on round the clock basis. Plain clothes officers suitably armed should make the security arrangements in the DPS. The arrangements should be made in a manner that is unobtrusive and does not discourage a normal complainant from approaching the DPS. Only in very rare cases an armed uniform guard should be requisitioned.

3. On Wednesdays and Fridays physical training classes should be conducted apart from catechism, briefing, training and exchange of information. All personnel present at headquarters should attend. They may be allowed 2 hours off to go home and return to the station.

4. An Asst. Sub-Inspector shall be the Station Writer assisted by a HC.

Telephone, fax e-mail, whatsapp or other Messages

5. When the telephone is used for transmission of messages between stations, the officer sending the message and the officer receiving it respectively, will personally make a record of the message and the time at which it was sent and received. When the information conveyed by telephone, e-mail/whatsapp is important, it will be recorded in the station General Diary. Two registers will be maintained in the *pro formae* given below, one for incoming and the other for outgoing telephone messages/e-mail/whatsapp. In case of fax messages they should be filed in the concerned case after taking necessary action. A separate register should also be maintained for fax messages in the form given for telephone messages. All communications received by wireless or other means shall be recorded in General Diary.

INWARD REGISTER OF TELEPHONE/FAX MESSAGES

No.	Date	Time	Name of person sending the message	Name of Text of of message	person who received message	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

OUTWARD REGISTER OF TELEPHONE/FAX MESSAGES

No.	Date	Time	Name of person sending the message	Name of Text of of message	person who received message	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Cases – Publication in Crime and Occurrence Sheets.

691-1. As soon as a case is registered the officer registering the case will report to the record section for publication in the Crime and Occurrence Sheet the following particulars of each case.

A. Name of PS, Case number

B. Section of law

C. Dates and place of occurrence, reporting and registration

D. Brief particulars, and details of *modus operandi*.

E. A complete list of the property lost as far as possible. (It is for the record section to decide which items to publish and index, and Investigating Officers should not omit unidentifiable items, as they may be helpful in conjunction with other information available in the record section).

F. Detailed description of the accused as far as possible;

G. In respect of offences other than property offences, the same proforma shall be used except columns (E) and (F) above. Instead, the column E should contain details of the case, modus operandi, weapons used, motive, if any and the column (F), the number and nature of injuries caused, the total number of injured persons, other details of the place of the offence, incriminating articles available or used, any property taken away, etc.

2. Every morning, the Investigating Officers of the DPS will send to the record section along with their reports of new cases meant for publication, a precise of the important information obtained in their previous day's investigations, in pursuance of which further action can usefully be taken by the record section or the local P.S. Information requiring urgent attention should be communicated by telephone to the stations concerned for necessary action.

Express communication of important cases and occurrences

3. The DPS shall report at once by telephone SMS or by any other quickest means to the Sub-Divisional Police Officer/ACP concerned to the DPS and the L&O SDPO/ACP, of reports of grave, sensational or important crimes and occurrences. Similar express reports by telephone / e-Mail or other quickest means must be sent by the L&O Police Stations to the Sub-divisional Officer about charges of torture or other serious misconduct against Police Officers.

Registration of FIRs by Detective Police Stations

692-1. The bifurcation of the powers between the Law and Order and detective police station are only for the purpose of specialised investigation. Therefore, wherever an offence is reported, that police station must register it and transfer the same to the concerned police station for investigation.

Action on Registration of FIRs

2. The Officer in-charge of the DPS after registering the cases himself should proceed to the scene or depute a Sub-Inspector selected for the purpose along with the necessary scientific personnel.

Investigation of cases by Detective Police

3. The Inspector in charge of the DPS / CCS will personally investigate murder for gain, robberies, dacoities, grave thefts and house-breakings, professional poisoning and professional kidnapping, economic crimes, Cyber and Organised Crimes as enlisted in PSO 52 excluding those cases to be investigated by SDPO / ACP personally. If the Inspector, for any special reason, does not himself investigate an important case, but has it investigated by a Sub-Inspector, such investigation by the latter will be under the personal direction of the Inspector, who should make it a point to scrutinise the case diaries and countersign them as a token of having received and ensure that the investigation is proceeding on right lines. The entrusting of investigation to subordinate SIs should be done only in exceptional cases.

693. Security and preventive action, beats, patrols, day and night checks, surveillance and preventive arrests are the responsibilities of L&O police. The DPS may pass on the information to the L&O police relating to the above when they come across. The property if any seized by L&O police under section 102 Cr.P.C. may be passed on to DPS after registration of FIR and transfer of the case to DPS.

Detective Police Stations/CCS - Liaison with L&O Police

694. The SHO DPS /CCS and the Sub-Inspector will be in constant touch with their counterparts in L&O police relating to the beat information, bad character and the presence or absence of habitual criminals in the area. They should preferably be in touch every morning through telephone or other means of communication.

695. Displays boards with information to be maintained in DPS / CCS :

In every detective police station or Central Crime Station, display boards be maintained and kept up-dated by one Police Officer in the DPS in charge of the crime records with the following information:

A. the staff details including the scientific personnel attached to the team and those available for duty at any given time, those off duty and on out door duty indicating the crime numbers in which they are engaged;

B. the offences pending investigation, trial and the targeted date of disposal and the officers handling each case;

C. a comparative statement of all cognizable offences of the area of the DPS for the previous and current years which should include cases reported and investigated by L&O Police, DPS and Traffic Police. A suitable color or symbol may be used to indicate the jurisdiction of the L&O Police Station or the Traffic Police Station which is handling the cases.

E. a comparative statement of all non-FIR cases under each Act for the jurisdiction of the DPS. This should, by appropriate symbol or colour show the L&O Police or the Traffic Police handling the case.

F. the names of all wanted persons and the officers of the DPS in charge of operation to apprehend them.

The Crime Record Section

696-1. The main function of the crime records wing of the Detective Police Station/ C.C.S. is to maintain, update, communicate and preserve all criminal records for the entire area covered by its jurisdiction in the same manner as the CCRB /RCRB/ DCRB does. All criminal records shall be maintained in the computer adopting the e-COPS software and methods recommended by State Crime Records Bureau (SCRB) till such time CCTN is operationalized. The crime classification used in the National Crime Code book circulated should be adopted. The classifications listed in the Chapter on District Crime Records Bureau should be treated as methods under the relevant major or minor heads. If any of the listed MO is not found in the Code book, it may still be entered in the language used in the Order 587 of Chapter 33 and in Chapter 40. The police station records maintained in L&O Police Station should also be maintained in the DPS /CCS.

2. The entries in the crime records, whether manually maintained and/or in computers the guidelines and instructions in the National Crime Code book circulated to all in 1997 with amendments if any, should be followed. SCRB will communicate up-to-date information to all police stations.

3. The crime record section of the DPS /CCS will, for the area of their jurisdiction, perform the functions and duties allotted to the District / City Crime Records Bureau in Chapter 40 of this Manual. One Sub-Inspector will be in charge of the records of the station assisted by an ASI or HC. He shall be directly responsible for all the work connected with the records.

The station will keep in close touch, and work in cooperation and under the coordination of the DCRB / CCRB. The records and indices will cover all crimes (not merely property crimes), criminals operating in the area as also the properties involved. The cases of all professional criminals, ex-convicts, suspects, organised criminals who reside or are known or reasonably suspected to have operated within the area are to be covered. The properties and methods adopted will be entered in the relevant records.

4. The Detective Police Station /Central Crime Station shall also maintain and up-keep all criminal records and other records indicated in Chapter 33 and 34 prescribed for the Police Stations. However, Part-IV of station crime history shall be maintained L&O police station-wise for every village or locality in so far as crime-criminal information is concerned. Part V History Sheets need not be maintained. But a Register of history sheeted persons of each category shall be maintained with one page kept separate for each history sheeted person. In this all information conveyed or received during their enquiries by DPS shall be entered. They may also maintain history sheets for such persons for whom history sheets are maintained in the L&O PS and whom they consider important and necessary. When such sheets are discontinued by the DPS they shall be sent to DCRB for clubbing it with the sheet maintained in the DCRB. All records relating to personnel, equipment, government property, station management should be maintained in the form prescribed for rural or L&O police stations. There would be no need to maintain village roster or beat books or sample signature books. If any personnel are sent out on crime or criminal enquiries or surveillance, duty ticket or authorisation should be issued to the concerned, by the officer in charge. All detective staff must carry their Identity Cards and report the results or work done whenever they return to the DPS. Endorsement for investigation on FIR is a sufficient authorisation.

5. The Inspector in charge of detective police stations /Central Crime Station shall have full and free access to the information, available in the criminal records of the L&O Police Stations in their jurisdiction as also any other information relating to crime and criminals. It shall be within the competence of the Inspector of Detective Police Station /Central Crime Station to advise on maintenance of crime-criminal Information System / e-COPS and records of the L&O Police Station or other police stations in his jurisdiction. Whenever any such advise is given in writing a copy should be marked to SDPO of L&O Sub-Division concerned.

6. The DPS / CCS shall also maintain the KD check register, register of ex-convicts etc. Its general information files will be more detailed than the general information and organisation files maintained by the DCRB. The major and minor classifications contained in the codebook of the NCRB shall be followed in the maintenance of records by the DPS/CCS.

7. The Records Section will be open between 0930 hrs and 1730 hrs daily. If there are any urgent messages to be communicated by telephone outside these hours, they should be communicated to the officer in charge of the DPS/CCS during those hours, which will take action to transfer the information to the concerned next day.

8. The records will be subject to the inspection of the IGP, SCRB apart from other supervisory officers of the district and the zone. The DPS shall keep in close and constant communication with the L&O, traffic, women and railway police stations as well as the railway police detective branch and their records.

9. The DPS / CCS will prepare a list of " repeat property offenders" who are habituated to commit property offences and take up counselling sessions with the district counsellors attached to Women & Child Welfare Department.

Pending Warrants and 'A' Lists

697-1. When a person for whose arrest a warrant has been issued is absconding and there is no immediate prospect of his arrest, the case diary file and warrant will be sent to the record section of the DPS/CCS and action under section 82 and 83 of the Code of Criminal Procedure will be instituted by the investigating officer concerned. The record section thereon will include the warrant in its pending warrant case file and publish the warrantee in the 'A' list. It will thereafter be responsible for seeing that all necessary and practicable enquiries to trace the warrantee are made.

2. It will publish a monthly 'A' list (list of absconding warantees) and 'B' list (list of absconding warrantees arrested or no longer wanted) and annual consolidated 'A' and 'B' lists as soon as possible after January each year. It will also publish monthly and annual lists of "out of view" active criminals. Alterations to these lists will be published in the Crime and Occurrence Sheet and all stations and officers will correct their lists there from. The names of all persons published in the lists of other jurisdictions, who are likely to come to the town, will be included in these lists.

Matter for publication in the Crime and Occurrence Sheet

698-1. L&O Police Stations shall forthwith report to the record section of the DPS for publication all information they may receive about missing children, lost property, and other matters of interest or importance. Information must also be sent to the record section as soon as a person or item of property reported lost, whether in a case or otherwise is found or an absconding accused or "out of view" registered criminal is arrested or traced, so that the indices and records in the section can be kept up-to-date.

Crime Abstracts

2. All Police Stations must maintain and have the full crime abstract, for their area by obtaining the details and results of cases not investigated by them from the detective PS concerned. The cases registered and investigated by L&O Police as well as by the DPS / CCS should be included so that a complete picture is available for the Police Station. Similarly the DPS / CCS shall prepare a crime abstract for the entire area by obtaining information in respect of the cases investigated or handled by all the Police Stations in its jurisdiction.

Bad character Rolls - Form 'A' and 'B'

DSP DCRB shall ensure analysis of these forms

3. The record section will deal with bad character rolls, Forms 'A' and 'B'. Bad character rolls and other correspondence from the districts to the town about criminals should be addressed to the DPS/CCS, which will arrange for the verification of the rolls on their own or through the crime detachments of L&O police stations and also send a reply. Rolls received by L&O police stations should be sent to the DPS/CCS, after verification, with reports, so that the record section could give them a suitable disposal.

Extracts from case diaries for permanent record

4. The record section will go through all case diaries and extract material useful for permanent entry on record in the histories, general information, subjects, and organisation files and indices.

Criminal Intelligence - Duties of DPS / CCS

699. The orders relating to the need for gathering of criminal intelligence and its dissemination are dealt in orders 650 to 655 of Chapter 34, and also Chapter

40 relating to District Crime Records Bureau. The following instructions should be borne in mind by the DPS / CCS regarding gathering and dissemination of intelligence.

1. The DPS/ CCS is responsible for gathering and intranet updation of criminal intelligence and information, it's documentation, usage and dissemination, notwithstanding the duties of the L&O police to collect and report criminal intelligence. Detailed instructions are issued in Chapter 35 on gathering of information by the L&O Police.

2. The information to be gathered is of two categories. The first category is based on criminal records and the crime-criminal information system / e-COPS. The second category relates to what is obtained through enquiries, observation of places and persons, surveillance, shadowing, interrogation, contacts and sources, Crime-criminal information neighboring Districts, neighboring States.

3. The SHO and the personnel of the DPS / CCS should be specifically briefed and trained to secure information by the above methods. The method of collection of such information and the techniques to be adopted is a matter of skill to be acquired. Guidelines are contained in the training modules prepared by the training branch, the intelligence branch and the CID. The SHO should make the personnel familiar with these methods and enable them to use their individual skills at obtaining intelligence in the best possible manner.

4. The source of information should be kept confidential. The informant sheets should be maintained by the Inspector only for regular informants using a code name without mentioning the actual name of the informant. The handling officer's name may however be indicated in the sheet. This sheet should be in the personal custody of the Inspector. A master register should be prepared and maintained by the SP.

5. The informants and sources on various professional categories of crime should be cultivated for regular information. The subjects to be specially covered are the activities of organised crimes and criminal gangs in groups and professional criminals and receivers.

6. The information received from the area police on the cases being handled by the DPS / CCS should be entered regularly in the criminal records and analysed by the IOs and their assistants. The clues or immediate action to be taken in each case should be determined and communicated by the fastest

means to the concerned for necessary action. The action that needs to be taken by DPS / CCS itself should be initiated by themselves promptly.

Instructions to meet local requirements :

700. Subject to the orders in this chapter, detailed instructions for the working of the DPS/CCS adopted to special and local conditions may be issued by the SP and the CP including those for the maintenance and use of records. They should particularly take steps for entry of data relating to crime and criminal information system into the computers adopting the guidance and instructions provided by the National Crime Records Bureau.

Traffic Police Station

701-1. Sec. 149 Cr.PC mandates prevention of all cognizable crimes by due interventions. The functions and responsibilities of a Traffic police station shall be to achieve smooth and safe flow of traffic by efficient regulation and enforcement of traffic laws and to ensure prevention of accidents in collaboration with R & B / NHAI /Municipal Corporation / Municipalities etc.

2. Efficient road traffic management should aim at striking a just balance between three essential factors. i) Satisfactory circulation ii) Absolute safety and iii) Reasonable Economics. In the mechanics of traffic management, Engineering, Education and Enforcement should operate conjointly for making the roads safer and the passage smoother.

3. While regulation and enforcement is the major preoccupation of the traffic police, they have to liaise with the local Municipal authorities, Urban Development Authorities, Roads and Building agencies etc., for continuously updating the road surface, geometrics and accessories like signals, /sign boards (reflecting point) islands, railings, dividers, flyovers and underpasses.

4. Traffic Police should organize road safety education of the drivers and all the road users including school children. Share data of traffic accident crime, violations data, Challans imposed etc. to District Traffic Record Bureau (DTRB).

5. Road Safety Parks are also an essential requirement for such training.

6. The basic duties of the traffic police personnel include:

   A. Manning fixed traffic points in a town or city.

   B. Mobile patrol to regulate traffic and clearing the road.

C. Highway patrolling to prevent accidents and illegal / irregular Parking of vehicles and to remove obstructions.

D. Enforcement of MV Act and Rules and other notifications.

E. Taking action against unauthorised liquor shops on National Highways and on State Highways.

F. Check and control of rash, dangerous and drunken driving. Drunken drivers should not be allowed to drive. They should be sent to Hospital for certification. As regards passenger busses, the management is also liable for prosecution .

G. Removing obstructions to traffic flows and organizing traffic diversion whenever necessary, importing one way route, both in the congested areas of the towns/city and on the highways.

H. Prompt arrival at the scenes of road accidents, guarding the scene/ photography till arrival of CLUES team, rendering first aid and shifting the injured to the hospital, intimating to the L&O Police and assisting them in the investigation of the cases and finally removal of debris.

I. Communicating information to L&O police/DPS / CCS of any incident or movement of criminals or suspected persons or property, which they come to know. Detain suspects u/s 151 Cr.PC r/w 149 Cr.PC and handed over to L&O police.

J. Observation and apprehension of wanted persons / absconding accused or taking charge of missing persons in course of their duties.

K. Setting up barricades to check vehicles while on Nakabandi (u/s 149 Cr.PC).

L. Assisting L&O police or detective police in checking for suspicious persons or properties.

M. Assistance to L&O police during large gatherings.

N. Undertaking Traffic education and taking help of traffic warders at schools / busy intersections .

O. Maintenance of prescribed records. Short listing traffic accident prone areas. Taking joint measures to prevent accidents.

P. Upkeep and maintenance of all traffic equipment including traffic signals.

Q. Take special care of school children, old or blind or handicapped persons and others at road crossings and peak traffic points.

R. Monitoring of traffic on the highways on a full time basis.

S. Advise u/s 149. Cr.PC the local bodies / Municipal Corporation / NHAI / R&B/ Panchayat Raj and other authorities for erection of

road signals, road painting and other matters connected with traffic engineering and education. Ensuring planting cast eyes on road dividers.

T. Co-ordination with local authorities, highway department, telephones, water works, drainage, electricity in the matter relating to free flow of traffic and its regulation, occasioned by maintenance and repair works undertaken by the concerned departments.

Organisation and Supervision of Traffic Police Stations

702-1. Traffic police station will be established in all Commissionerate cities and "A" grade municipalities and also in other places depending on the necessity. Each police station shall be equipped with a mobile wireless vehicle for patrolling purposes. A Highway patrol vehicle shall have staff consisting one SI, one HC and 1 or 2 Constables. The vehicle should be equipped with public address system, searchlights, first aid kit foldable stretcher, and shall have clear markings indicating the area and identity of the mobile. A certain number of motorcycles with necessary communication equipment shall be provided for each police station to enable mobile patrolling on two wheelers. A traffic police station is normally located in a separate building equipped with all communication facilities in the same manner as L&O police station. The Recovery vans (cranes) and other equipment needed for clearing of obstructions is provided in large cities and at other important places. CCTV cameras are fixed in various cities which are monitored by Traffic control for regulation and to impose fines on those vehicle owners who transgress traffic law.

2. The traffic and highway police stations will be under the control of a DSP in the districts. In large cities where number of Traffic Police Stations are more, an Assistant Commissioner of Police or Deputy Commissioner of Police heads the branch. A Sub-Inspector or Reserve Sub-Inspector will monitor the police station heading different sectors. Jurisdiction consisting of a highway or fixed duties in the town as the case may be, will be allotted to the SIs / Inspectors.

3. The staff of the Traffic PS is divided into sections and each section kept in charge of a Head Constable. The traffic section shall work in accordance with cycles of duty to be fixed with reference to the local conditions and intensity of traffic flow.

4. The location of the traffic and highway police station should be determined on the extent of the highway to be patrolled and the regulation of traffic in

large towns. The locations should be determined also on the basis of nodal traffic points and the need for setting up of police check-posts during emergencies.

5. Counselling sessions by traffic police should be conducted for minors when found driving vehicles and to the drunken drivers (besides penal action as per law). The counselling is intended to sensitize the drivers / minors of the consequences that may endanger not only their lives but others. Parents should be made to be present while counselling minors.

Records to be maintained in the Traffic Police Station :

703-1. The traffic police station shall maintain all the records relating to personnel and management of station in the same manner as prescribed for L&O police stations. The important records are general diary, duty roster, traffic point books, petty case register, MV Act cases register, challan book, cash register, small service books, process register, a map of the area and accident prone areas, the general information book etc. The mobile patrolling teams should maintain apart from the log books, a point book similar to beat book in which all matters connected with mobile patrolling and incidents are recorded.

2. All other schedule of duties and management as prescribed for an L&O police station apply to the traffic PS. Any person approaching with a cognizable case should be helped to the nearest L&O police station without delay, taking such action as may be necessary to safeguard the scene of occurrence and shifting of the injured to the hospital.

3. Where Traffic Police is not available, the above duties shall be performed by the L&O Police within their respective jurisdictions.

4. All information on traffic offences and offenders shall be maintained in the Traffic police station concerned and necessary information sent directly to District/City Crime Records Bureau with a copy to the Addl. SP/SP/DCP.

Women Police Stations :

704-1. The women police stations are existing in all Districts and Commissionerates vide G.O.Ms. No. 412 Home (PSC) Department, dated : 25.09.2009, to register and investigate crime against women having district–wise Jurisdiction. These WPSs are functioning with a view to pay special attention to crimes against women and more particularly harassment and cruelty against women. They are also intended to inspire confidence and provide free communication by the women victims. The other functions include assistance to police in

search, arrest, custody, escort and interrogation of women prisoners or suspects and in raid rescue of victims of commercial sexual exploitation and trafficking (VOCSETS) . Contingents of women police are provided in other police stations also with a view to perform the above functions. The location of women police stations does not absolve the L&O Police and Detective Police Stations of their responsibilities of dealing with and investigating crimes against women and protection of women against atrocities.

2. The records, management and functions of the Women Police Stations shall be the same as prescribed for L&O Police Stations. The investigation of more serious offences particularly cases of rape, dowry deaths and organised trafficking in women shall be dealt by the L &O PS of the area.

3. The women police station shall be part of a L&O Police Sub-Division and shall be under the supervision of the SDPO of L&O Police Station.

4. The SHO of the Women Police Station shall have all the functions, duties and responsibilities as SHO of an L&O Police Station.

5. The SHO shall maintain close liaison and coordination with the officials of the Women and Child Welfare Department, non-governmental and voluntary organisations, the officials in charge of State Homes for women, and other authorities specified in the Immoral Traffic Prevention Act and the Juvenile Justice (Care and protection of children) Act, 2015, and Protection of Children from Sexual Offences Act, 2012.

6. The SHO of women police station should furnish the crime-criminal information directly to the DCRB and the DPS / CCS with copy to SDPO concerned.

7. All equipment and facilities including communication etc. as are provided for L&O Police Station are also provided to the Women Police Stations. The preventive duties in respect of offences against women shall rest with the women police in so far as it relates to its jurisdiction. Particular attention should be paid in collecting information and taking security action against persons who indulge in organised trafficking in women and children and those who are likely to commit offences of kidnapping, abduction, performing child marriage and demand and acceptance of dowry.

Organisation of outposts in Rural and Town Areas

705. Outposts are opened either due to remoteness of the police station, easy accessibility to the public and for convenience of performance of police

duties in the area. They are attached to a police station whether in town or in a rural area and shall work under the SHO of a police station. The beats in an outpost can be generally 2 to 3 and will be a part of main police station to which the outpost is attached. The beats in the outposts should be serially numbered along with the beats of the police station. The duties of outposts are contained in Chapter 5.

706. Model Duty Chart in an Out post :

Two models of duties for an OP with a strength of one HC and seven Constables is given below. The alphabets stand for each Constable and the duty hours are fixed at 48 hours a week.

Model 1

	MON	TUE	WED	THU	FRI	SAT	SUN
0800-2000 (12 hrs)	A	B	C	D	E	F	G
1000-1800 (8 hrs)	C	D	E	F	G	A	B
2000-0800 (12 hrs)	D	E	F	G	A	B	C
2200-0600 (8 hrs)	EG	AF	BG	AC	BD	CE	EF
Weekly off	BF	CG	AD	BE	CF	DG	AE

Model 2

	MON	TUE	WED	THU	FRI	SAT	SUN
0800-1400 (6 hrs)	AC	BD	CE	DF	EG	FA	GB
1400-2000 (6 hrs)	DE	EF	FG	GA	AB	BC	CD
2000-0800 (12 hrs)	FG	AG	AB	BC	CD	DE	EF
Weekly off	B	C	D	E	F	G	A

707-Performance of duties at Out post :

1.The outposts perform all duties of a police station except registration of cases. They are therefore, responsible for effective area policing. It is not advisable to have more than 2 beats in an outpost. Model No. 1 makes available at any given time 3 police officers for night duty. Model No. 2 makes available 2 police officers at any time during day and night. Both the

models exclude the HC who will be in charge of the outpost. Model 2 is advised where presence and accessibility of police at the outpost is considered necessary. Model 1 is ideal for ensuring night patrolling by 2 beat area Constables in one or the other 2 beats to which they stand allotted. The strength in the outpost should also be divided between the two beats or the only beat which may be formed. They shall perform all duties that beat area Constables are required to perform as per the Orders in Chapter 35. The officer in charge of the OP is also required to maintain the records in the OP and in the police station as detailed in that Chapter.

2. The outpost pattern should be adopted for as many beats as possible. In city and large towns as also in rural areas where there may be no need for a full fledged police station particularly in view of the communication facilities available. In appropriate cases ASI or a Sub-Inspector can head the OP and the strength increased if the beats are more than 2 but not exceeding 3.

3. The outposts are provided with the communication and other facilities, which are available to a police station. The transport that may be made available should be 2 wheelers at the rate of 2 or 3 for outposts. All records as in a police station should be maintained in an outpost except FIR index. A register of all cases reported and referred to PSs should be maintained as indicated above.

Check posts

708. The check post derive preventive powers from Sec. 149 Cr.PC. They are set up as a temporary measure or on semi-permanent basis to conduct a thorough check of vehicles or persons passing through or coming in at a particular place on a highway, path or road. They may be armed or unarmed depending on the purpose for which the check post is set up. The officer in charge of the check post generally will be a Sub-Inspector or a ASI or Head Constable. Whenever the check posts are set up, its records and management should be the same as for an outpost. The upkeep of arms and their security should be done in accordance with the guard rules and the procedure laid down for the safe custody of the arms. The following guidelines are issued for the setting up and management and work relating to the check post.

1. The place where the check post is to be set up should be surveyed and the selected site should provide sufficient place for outgoing and incoming vehicles to be parked conveniently. The vehicle should not be allowed to be parked

too close to each other. The persons in the vehicles should also not have an opportunity of gathering into a crowd at one place.

2. The checking arrangements should be streamlined to serve the specific purpose for which the check post is set up. The personnel who are to check the persons travelling in the vehicles should be thoroughly aware of what they are looking for. If they are looking for persons they should be briefed on the descriptive particulars or photographs as the case may be. If they are looking for properties, weapons and other objects, it should be ensured that the frisking or searching are done systematically.

3. Where physical assault or use of firearms is anticipated there should be separate armed policemen covering the search operations without being involved in it. Security cover should also be provided in the form of an additional Sentry to cover the check post itself.

4. The check posts should be equipped with strong metal barricades to regulate and ensure orderly flow of traffic as also to stop any vehicle. The metal barricade should be painted with fluorescent paint preferably red and white/ yellow for easy identification in nights. A vehicle should be provided for chasing an errant vehicle or a person who tries to escape.

5. As check posts are intended for search and seizure, the composition of a checkpost should contain both armed and civil policemen.

6. A temporary shelter preferably a pre-fabricated structure should be put up whenever a check post is opened with the arrangements for water, food and elctricity provided at the camp. Tents may be used for living accommodation.

7. Communication link preferably mobile wireless sets or cell phones should form part of the equipment of the check post.

8. The setting up and running of check posts at short notice should be planned and rehearsed during normal times for all large towns, cities and districts. SP/CPs should visualise the different situations and plan in advance for the setting up of check posts and fix responsibilities for the same.

Armed Outposts :

709. Armed out posts are set up to deal with violent, extremist and terrorist groups operating in remote areas. The duties and functions of these outposts shall be as determined by the Director General of Police and the instructions issued by the Chief Office from time to time. The method of setting up of armed check post, the strength and other equipment to be provided is detailed below.

1. The strength of an armed outpost should not be less than 1 platoon, with a local guide PC/ HC / ASI / SI with area grid map.
2. The arms and ammunition issued to the personnel of an armed outpost should be of such kind and quantity so as to defend it from any attack by armed terrorists.
3. The L&O police station should provide specified number of police officers to form part of the armed outposts to work as guides and otherwise assist the officer in charge of the outpost in his tasks.
4. A temporary structure, which provides for accommodation for the personnel as also for the weapons and other equipment should be set up. Proper fencing, lighting and security arrangements should be built into the campus. There should be sufficient space inside the campus for exercises, drill and other training activity.
5. Transport and communication facilities have to be stationed at all times. A HF wireless station additionally apart from mobile wireless and telephonic communication should be provided.
6. Self contained boarding arrangements and the staff required for the purpose should be part of the establishment. There should be no dependence for any supplies on any local village. All requirements should be procured periodically from the nearest town by paying the market price.
7. The senior officer in charge of the area has to assign the tasks including the task of collection of intelligence and method of performance of duties including raids, combing cordon, search and seizure operation from time to time.
8. First aid and necessary medicines should be provided for emergencies.

710-Armed Out Posts - Responsibilities of SHOs of L&O Police Stations :

1. The rural L&O police stations or the town L&O police stations will be responsible for providing necessary support and assistance to the checkposts and armed outposts which are set up in their jurisdiction. The SHO of the concerned L&O police station should be in close touch with the officers in charge of the checkposts/AOPs and keep the SP / CP informed of all developments from time to time. The L&O SDPO / ACP has an important responsibility to personally ensure coordination and supervision over the work of the AOPs and the checkposts subject to the orders and instructions of the senior officers conducting the field operations.

2. For Coastal Security Police Stations (Marine Police Stations), please see Police Standing Order 611-15 for details.

CHAPTER 37

Surveillance

(Police is empowered u/s 149 Cr.PC to take up surveillance and other measures to prevent commission of any cognizable Crime)

711. Surveillance is a vital part of preventive action by police, to deter the designs of a person intending to commit offences. The system of surveillance detailed in this Chapter lays down the procedure, for dissemination of information and rules for surveillance. The nature and degree of surveillance depends on the circumstances and persons on whom surveillance is mounted. It is only in very rare cases and on rare occasions that round the clock surveillance becomes necessary for a few days or weeks. It is very difficult and even impossible to keep a watch on all listed persons and hence it is necessary that those who deserve to be kept under close surveillance receive maximum attention. The procedures laid down herein, provide for better surveillance of various categories of persons. All Police Officers should fully understand and comply with these orders.

History sheeted persons - Reporting Movements

712-1. The manner of opening, maintenance and closure of history sheets for various categories of persons and method of surveillance by the beat Police Officers is set forth in Chapter 35.

2(a). The beat Police Officers should be fully conversant with the movements or changes of residence of all persons for whom history sheets of any category are maintained and those whose names are entered in Part III of the Station Crime History. They shall promptly report the exact information to the SHO and make entries in the relevant registers. The SHO on this basis and / or on the basis of the information gathered by himself should report by the quickest means to the SHO, in whose jurisdiction the concerned person/persons are going to reside or pass through. After sending the first report a BC Roll in form A (Form 109) should be despatched to them by speed post or courier service. The SHO who receives the first

communication should acknowledge the communication and inform the concerned beat Police Officers of the area.

(b) After he is satisfied that the change of residence has been effected or that the subject has moved out to another area he shall report the details to the SHO from whom he received the communication. If the subject is moving out to another area he should initiate the same procedure of intimating the concerned SHO.

(c) The receiving officer shall acknowledge the first and second communications. If he takes temporary residence within the limits of another station, his name should be entered by the police of the later station in the register in Form 113.

(d) When replies are received, the SHO shall make necessary entries in the history sheet and records. When a history-sheeted person is likely to travel by the Railway, intimation of his movements should also be given to the nearest Railway Police Station.

Reporting movements to other States

3. In the case of a BC who is known to have gone to another State, a BC Roll Form A shall be sent directly to the Station House Officer of the station in the other State preceded first by communication through quickest means. Entries in the concerned record should be made when reply is received. If similar communication is received from other States, action should be taken to verify and enter in the concerned records. A reply should be sent to the concerned based on enquiries.

Presence of suspicious strangers:

4. When a stranger of suspicious conduct or demeanour is found within the limits of a police station, the SHO shall forward a BC Roll in Form B (Form 116) to the Police Station in whose jurisdiction the stranger claims to have resided. The receipt of such a roll must be immediately acknowledged and replied.

FORM - 116 **See Order No. 712-4**

BAD CHARACTER ROLL

(For suspects)

Bad Character Roll of Suspects	**Bad Character Roll of Suspects**	**Acknowledgement of Receipt**
(to be filed in the Station in which received and an index prepared).	(to be filed in the Station in which received and an index prepared).	(to be sent separately immediately)
FORM B: Roll for reporting the arrival of a suspicious stranger.	**FORM B:** Roll for reporting the arrival of a suspicious stranger.	**FORM B: No.**
1. Police Station	1. Police Station	1.Police station
2. District State	2. District State	District
3. Serial Number of Roll	3. Serial Number of Roll	was received by me at
4. Name, Caste: Occupation: Residence:	4. Name, Caste: Occupation: Residence:	a.m. / p.m. on the
5. Any previous convictions admitted by him	5. Any previous convictions admitted by him	Date:
6. Name of the father, alive or dead	6. Name of the father, alive or dead	Signature and Designation
7. Name of the mother, alive or dead	7. Name of the mother, alive or dead	Reply
8. Name of the wife, if Married	8. Name of the wife, if married	
9. Other close relations living.	9. Other close relations living.	
10. Descriptive marks Age Height Other particulars. Cell phone No.	10. Descriptive marks Age Height Other particulars. Cell phone No.	
(If the stranger is identified full particulars regarding him should be entered here and the roll should then be returned to the Police Station of Issue)	11. Name of village and person with whom he is staying and purpose of visit.	11.Name of village and person with whom he is staying and purpose of visit.
A copy of this reply should be made on the back of the roll filed in the Station).	12. Date of arrival	12.Date of arrival
	13. Name of Police Station and village from which he alleges, he has come.	13.Name of Police Station and village from which he alleges, he has come.

	14. Date on which he alleges he left his village and particular of itinerary. 15. Date and hour of departure of stranger with name of reporter. 16. If arrested, give Crime No. and Section. 17. Whether the stranger is returning to his home or going elsewhere. 18. Date and hour of despatch of this roll and whether sent by hand or post. 19. Signature 20. Designation. 21. Date of despatch (A copy of the reply sent is to be made below)	14.Date on which he alleges be left his village and particular of itinerary. 15.Date and hour of departure of stranger with name of reporter. 16.If arrested, give Crime No. and Section. 17.Whether the stranger is returning to his home or going elsewhere. 18.Date and hour of despatch of this roll and whether sent by hand or post. 19. Signature 20.Designation. 21.Date 22.Date of despatch 23.Dates of reminders.

5. If the suspicious stranger states that he resides in another State, a BC Roll in Form B shall be sent directly to the SHO of the station in the other State.

6. All BC Rolls sent to other States must be in English.

Bad characters going out of view - Issue of OV Cards

7. When a BC absents himself or goes out of view, whether wanted in a case or not, the information should be disseminated in Form 117 to the police stations having jurisdiction over the places likely to be visited by him and also to the neighbouring stations, whether within this State or outside. Copies of the card should be sent by the SHO to the SDPO / ACP and to the FPB, if his finger prints are on record and to DCRB. If he is traced and intimation is received of his arrest or otherwise arrangements to get a complete and true picture of his activities should be made and the concerned record updated.

FORM - 117 **See Order No.712-7**

O. V. C A R D

1. Name and alias.
2. Son of
3. Address
4. D.C. No., if a D.C.
5. Caste, age and description
6. Previous convictions
7. F.P.B. Serial No.
8. F.P. Classification
9. Date O.V. from
10. Modus Operandi.
11. Places and persons he is likely to visit
12. Places where has committed crimes before.

O. V. WARNING

From:

The Station House Officer,
…….. Police Station,
…….. Taluk,
…….. District.

8. The communication of information regarding movements of history-sheeted persons or other suspects is of vital importance in prevention and detection of crime and should be the personal responsibility of the SHO, once he gathers or comes to know of such information. Similarly, receipt of such communications and further action to verify or enquire also rests with him. The points to be remembered in dealing with movements of suspects, criminals, all history sheeted persons or whose names figure as convicts or bound over under preventive sections of law are indicated herein.

   A The time and date from which a BC is absent and the place or places he is likely to visit, his propensity for any crime and the means of his travel or persons he is likely to visit.

   B. The communication network available including hotline or fax or wireless should be used. Postal communication should be used for confirmation and also for sending any forms or other materials, which may be too bulky or unnecessary at the first instance. Even while using the faster mode the particulars indicated in BC Roll Forms A & B as the case may be, should be indicated to facilitate immediate action by the recipient and *vice versa*.

C. All communications and replies should be recorded in the History-sheet of the person concerned and filed in original therein.

D. Routine communications to all Police Stations or all States should be avoided. The information should be to specific authorities, if possible or to all those where he is reasonably expected to move.

Transfer of criminals to jails of native place - P.R/T system:

713. All dangerous convicts should be transferred to the jails near their native places, 2 months before their release. If the native place is not known, efforts must be made to trace it through the SCRB and FPB. The SP of the district where the prisoner is lodged should send intimation to the Superintendent of Jail by a P.R/T slip (Form 118) sending a counterfoil to the SP of the prisoners native place.

FORM - 118 **See Order No.713**

P.R. / T. SLIP. FROM S.P. OF THE DIST. TO THE SUPDT. OF JAIL

P.R./T. SLIP..... District: Dated: No. (1) Name (2) Father's Name (3) Native village, Police Station and district (4) Age, height and personal marks of identification (5) No. and date of case and name of Police Station (6) Particulars of conviction i.e., sentence, section, court, calendar No. and date. (7) Jail to which the prisoner should be transferred the months before release. SUPERINTENDENT OF POLICE Number of page in Book I Or Book II	**DUPLICATE** **P.R./T SLIP**..... District: Dated: No. (1) Name (2) Father's Name (3) Native village, Police Station and district (4) Age, height and personal marks of identification (5) No. and date of case and name of Police Station (6) Particulars of conviction i.e., sentence, section, court, calendar No. and date. (7) Jail to which the prisoner should be transferred the months before release. SUPERINTENDENT OF POLICE ToThe Superintendent of Jail, (P.T.O. for reverse of duplicate)	**TRIPLICATE** **P.R./T. SLIP**..... District: Dated: No. (1) Name (2) Father's Name (3) Native village, Police Station and district (4) Age, height and personal marks of identification (5) No. and date of case and name of Police Station (6) Particulars of conviction i.e., sentence, section, court, calendar No. and date. (7) Jail to which the prisoner should be transferred the months before release. SUPERINTENDENT OF POLICE To(The Superintendent of Police of the district to which the prisoners belongs).

(To be filled in by the Superintendent of the Jail prior to the release of the prisoner and before returning this slip as a release notice).

1. Prisoner's Number in Jail Register.

2. Prisoner's Name (in full).

3. Date on which to be released or date of death.

4. Former residence as stated in warrant -

(a) Village, (b) Police Station, (c) District.

5. Proposed residence, after release -

(a) Village, (b) Police Station, (c) District

6. Remission, if any, and conditions.

7. Character in Jail.

8. Names of at least two identifying officers or warders.

.....Jail]
] Superintendent.
.....20]

Release of Foreign Prisoners - Report to be made to the Crime Investigation Department:

714. Before a foreign prisoner whose finger prints are taken for record is released the SP of the district where the case is registered should send a report to the Director, I.B. through CID informing the route and conveyance by which he is likely to leave this country.

Shadowing of convicts and other dangerous persons on release

715. The following are the rules for shadowing the convicts on their release from jails.

1. Dangerous convicts who are not likely to return to their native places should be shadowed. The fact, when a convict is to be shadowed shall be entered in the DCRB in the FP register (Form 119) and communicated in Form 120 to the Superintendent of Jail.

FORM - 119 **See Order No.715-1**

DISTRICT POLICE OFFICE FINGER PRINT REGISTER

Prisoner's												
Serial Number	Date of receipt	Name	Father's Name	Police Station and Crime Number	Date of despatch of conviction memorandum and finger print slip and the district to which sent.	Date of receipt back of the conviction memorandum and finger print slip.	Date on which slip is tested	Date of despatch of finger print slip to Finger Print Bureau.	Date of return of conviction memorandum to Station House Officer	P.R.S. or not.	Tester's initials,	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

FORM - 120 **See Order No.715-1**

LIST OF CONVICTS REQUIRED TO BE SHADOWED ON THEIR RELEASE

	RESIDENCE								
Name of convict	Father's Name	Village	Taluk	District	Police Station where last convicted and crime number	Section under which convicted.	Sentence with date	Adjudicating Court with calendar number of case, etc.	R E M A R K S
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

To

The Superintendent of Jails,
.....

Superintendent of Police,
..... . District.

Dated:

2. On receipt of the release list, the CP or SP of the City/District in which the jail is situated shall arrange to prepare a list of P.R./S. convicts in Form 121 and communicate to the officer in charge of the surveillance team of the CID in places where central jails are located, and in respect of sub-jails to the SHO concerned with orders to arrange for the shadowing of the selected prisoners. One or two officers who are capable of shadowing may be deputed, with necessary advance, bus/railway warrants shadowing the ex-convict, when he travels by train or by road. When the subject breaks his journey without proceeding to his native place, the Police Officer will forthwith report the fact to the SHO of the area under intimation to Officer in charge of his team or SHO and return to his station. The SHO concerned shall promptly communicate the report to the SDPO and the DCRB.

FORM - 121 **See Order No.715-2**

LIST OF PRISONERS TO BE RELEASED FROM THE JAIL

DURING THE MONTH OF…….. 20 ……...

1. Convict No.
2. Name
3. Religion, Caste or race.
4. Occupation prior to imprisonment
5. District and Taluk
6. Town or Village
7. Age
8. Height
9. Description
10. Number of previous convictions, if any
11. Offence
12. Calendar number of case in which convicted
13. Sentence
14. Sentencing authority
15. Date of sentence
16. Date of Release
17. Destination-
    (1) Village
    (2) Railway Station

(3) Police Station with Phone No.

(4) District

18. Period of remission earned.

19. Date of return to his village.

20. Date when and number of Constable by whom seen after return to his village.

R .C. No._____ of 20 .
J.R.L.

1. The ex-convict—will / Will not— be shadowed on release.

2. Forwarded to the ——Inspector—— of Police,——Circle——for information
Superintendent District

and return after filling up columns 19 and 20.

District Police Office
Dated: Superintendent of Police.

R.C.No……..……of 20….
I.D.

Forwarded to the Railway Police Station House Officer through the Inspector of Railway Police……Circle necessary action.

(BY ORDER)

Office of the Superintendent of
Railway Police

Place: 20 . Office Manager.

Constables under whose surveillance the ex-convict travelled.

Date	Number and Name of the Constable, with Ph No.	Station to which the Constable belongs to	Remarks

Re-submitted to the Superintendent of Police……District. The ex-convict was finally pointed out to Constable No……Name……of Police Station.

Station:

Dated: Station House Officer.

3. The Police Officer deputed for shadowing an ex-convict shall enter the fact in the notebook.
4. The Police Officers shall be furnished with a challan in Form 122 indicating the particulars of the ex-convict marked for shadowing. This form shall be returned by the SHO of the area where the ex-convict takes up his residence or passes out of view to the DCRB / CCRB where the jail is situated, where it shall be kept on record for further reference and action if any.

FORM - 122 **See Order No.715-4**

CHALLAN ACCOMPANYING AN EX-CONVICT TO BE SHADOWED.

(To be returned to the District Police Office of the district or to the Commissioner of Police where the Jail/Prison is situated)

1. Name
2. Convict No.
3. Date of release
4. Particulars of shadowing –

Name of Ex-convict shadowed	From what place	By whom shadowed	When (date) shadowed	To what place	When (date) shadowing concluded*
(1)	(2)	(3)	(4)	(5)	(6)

* Till ex-convict goes to his residence or goes out of view

5. Place to which finally shadowed with H.No. & Ph No.
6. Name of the father / mother with Aadhar card Nos.
7. Reference to Part III Station Crime History and History Sheet in which entered.

Station: Sub-Inspector of Police.

Date:

To

The Superintendent of Police,…… District

_____

The Commissioner of Police, …….. City.

5. The subjects being shadowed should be kept in view, but on no account should any restraint be put upon their movements.
6. Juveniles released from Juvenile Homes or Special Homes should not be shadowed and should not be marked P.R./S. at the time of conviction.

Instructions regarding surveillance of convicts between States. :

716. Convicts of the State of Andhra Pradesh in jails of Tamil Nadu, Karnataka, Telangana Maharashtra, Madhya Pradesh and Orissa shall on release be shadowed by the respective State Police up to the nearest border Police Station of the home state of the criminals. Such reciprocal surveillance shall also be made in respect of the convicts of Tamil Nadu, Karnataka,Telangana, Maharashtra, Madhya Pradesh and Orissa States released from jails in Andhra Pradesh. The concerned SsP / CsP should be informed of the local address, Cell phone numbers and parents details.

G.O. Ms. No. 1830 Home (Prisons-B) Department, dt. 9-12-1971.

717. Jail Release lists to Police – By Jail authorities :

The salient points from the integrated Jail Manual requiring the jail authorities to furnish jail release lists to the Police are given below for guidance.

1. Before 20th of each month, the Superintendent of the Jail should send to the CP or SP concerned a list of the following categories of convicts who will be released during the following month with particulars of the P.S., Cr. No. and section of law in respect of each prisoner.
   - A. Habitual offenders
   - B. Prisoners sentenced to imprisonment for one year or more for offences under Chapter 6 of the IPC;
   - C. Prisoners sentenced to imprisonment for six months and upwards under Chapters 12, 17 and 18 of the IPC;
   - D. Prisoners sentenced to imprisonment for one or the other of the offences mentioned in sections 170, 328 and 363 to 373 of the IPC.
   - E. Prisoners sentenced to imprisonment for the offences under any one of the following laws, namely:-
     1. The Indian Arms Act, 1878
     2. The Indian Explosives Act, 1884
     3. The Dangerous Drugs Act, 1950
     4. The Telegraph Wireless (Unlawful Possession) Act, 1950
     5. The Explosives Substances Act, 1908
     6. The Central Excise Act, 1944
     7. The NDPS Act, 1985

8. Railways Stores (Unlawful Possession) Act, 1955
9. The Immoral Traffic Prevention Act, 1956
10. The SC and ST (Prevention of Atrocities) Act, 2015.

F. Those imprisoned under sections 107, 109 and 110 Cr.PC, i.e., persons committed to prison under section 122 of Cr.PC, for failure to furnish security ordered under section 118 of the said Code.

2. A similar list is also required to be sent to the SP of the districts in which the prisoners' homes are situated and also to the SP of the districts in which they were convicted

3. Where a prisoner has been registered for being shadowed on release, the Superintendent of Jail shall indicate the letters "PR/S" against his name in the list in red ink.

4. When necessary, a supplementary list with same particulars of prisoners who were, admitted after the 20th of each month and who will be released during the following month shall also be sent as aforesaid.

5. Delays in receipt of the release lists from jails, should be brought to the notice of the Director / Inspector-General of Prisons through DGP. (R. Dis. No. 4983/C/59, dated 18th November 1960 1st List - 30th September 1962)

6. These lists will be published in the Weekly/Fortnightly Crime and Occurrence Sheets. In the case of exceptionally dangerous criminals, the SHO will be informed at once.

Note: In applying the above rules case of a wandering man who has no 'residence' i.e fixed place of abode, they may be reasonably interpreted as meaning that he resides at the place where he sleeps, even if he remains there only one night. On his release he may, therefore, be asked under rule 2 where he is going to stay, and he may be told that if he moves about the country he must always notify the place of his temporary abode to the police from time to time promptly.

Rules u/s 356 Cr.PC for notifying residence of Ex-Convicts

718. The following instructions are issued with regard to ex-convicts ordered to notify residence under sub-section (5) of section 356 of Cr.PC.

1. Each Station House Officer is responsible for maintaining a correct list in Form 123 of ex-convicts ordered to notify residence, which shall be displayed in the station. The villages notified and the dates of release will be entered from jail release lists. This order does not apply to Railway police stations.

FORM - 123 **See Order No.718-1**

.....Station

LIST OF PERSONS ORDERED TO NOTIFY RESIDENCE AND CHANGE OF RESIDENCE UNDER SECTION 356 CODE OF CRIMINAL PROCEDURE.

Name	Village notified as residence	Period for which to notify	Date of release	Date of expiry of order
(1)	(2)	(3)	(4)	(5)

2. When an ex-convict does not appear at the place notified within a reasonable time, the SHO shall report the fact to the DCRB, which should order for enquiries to be made after approval of SP/Addl. SP.

3. Ex-convict ordered to notify shall be watched in the same way as other dangerous criminals and their intended movements, of which they should give notice and movements communicated through BC Rolls.

4. The certificate prescribed by rule 7 of the rules framed by the Government is in Form 124. A copy of the certificate shall be attached to the copy of the general diary sent to the office and remain filed with it.

FORM - 124 **See Order No.718-4**

CERTIFICATE UNDER RULE 7 OF THE RULES MADE UNDER SECTION 356 CODE OF CRIMINAL PROCEDURE.

Convict. (Name), who has been ordered to notify his residence and change of residence, gave notice at this station on……20 . he has taken up his residence in.

that……

he intends to change his residence on…….. from……. to *…….

Station

Dated : Station House Officer

* The name of the village or the town and street should be entered here.

5. Prosecution of ex-convicts for breach of the rules shall not be undertaken without the sanction of the SP / DCP or the SDPO / ACP.

6. The offence falls under the second part of section 176 of the IPC.

Remission grants to heinous offenders :

719. In case of dacoits and persons convicted of other heinous and organized crimes, the Superintendents of Jails will, under the rules in the Jail Manual, note in the monthly lists of releases to be furnished to the Superintendents of Police, the period of remission earned under Jail Mark Rules. Such persons will be closely watched on release.

Convicts released on medical grounds

720. A convict released by the Government on medical grounds is required to follow certain conditions for his release and thereafter. The conditions to which he subscribes before release are set forth below.

1. That the said convict will, within fourteen days from the date of his release, present himself to the SP or if he is absent, to the Addl. SP in charge of Administration and will produce the copy of the conditions of his release given to him by the Jail Superintendent.

2. That he will henceforth report himself, once in each month, at such time and to such officer as may be directed by the SP or Addl. SP.

3. That he will not leave the district without the written permission of the SP.

4. That he will accept and fulfill the conditions of grant of such permission.

5. That he will not commit any offence punishable by law in force in India.

6. That he will not associate with notoriously bad characters or lead a dissolute life.

7. That he will live peacefully and will endeavour to earn an honest livelihood.

Rules and Instructions regarding watching ex-convicts ordered to notify residence:

721. The following are the rules framed by the Government under sub-section (5) of section 356 of Cr.PC.

1. A convict in respect of whom such an order u/s 356 Cr.PC has been passed shall, when called upon by the officer in charge of the jail in which he is confined, state before his release the place at which he intends to reside after his release, naming the village or town and the street therein.

2. After release and on arrival at his residence, he shall, within 24 hours, notify at the nearest police station that he has taken up his residence accordingly.

3. Whenever he intends to change his residence he shall, (not less than two days before making such change), notify his intention at the nearest police station, giving the date on which he intends to change his residence and the name of the village or the town and street in which he intends to reside and, on arrival at such residence, he shall, within twenty-four hours, notify at the nearest police station that he has taken up his residence accordingly.

4. The officer recording a notification under either rule 2 or rule 4 shall allow such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his residence in such place within the period so allowed, he shall, not later than the day following the expiry of such period, notify his actual place of residence to the officer in charge of the police station within the limits of which he is residing.

5. Whenever a released convict intends to be absent from his residence between sunset and sunrise, he shall notify his intention at the nearest police station, stating the time and purpose of such absence, and the exact address where he can be found during that period.

6. Every notice required to be given by the foregoing rules shall be given by the released convict in person unless prevented from doing so by illness or other sufficient cause, in which case the notice required shall be sent either by letter duly signed by him or by an authorized messenger on his behalf.

7. Whenever, a released convict gives any notice under the rules, he shall be furnished with a certificate to the effect that he has given such notice by the officer to whom he gives it.

8. A copy of the order specified in rule 1 shall be served on the convict before his release from jail. A copy of these rules in English and the language, which he understands shall at the same time, be given to him and the substance thereof fully explained to him. He shall also be informed for which period he is bound to observe these rules, and that refusal or neglect to comply will render him liable for punishment u/s 176 of the Indian Penal Code, as if he had omitted to give a notice required for the purpose of preventing the commission of an offence.

9. If a convict in respect of whom an order has been passed under section 356 of the Cr.PC, is released from jail without a copy of the said order served on

him, and the other formalities specified in these rules complied with, he may at any time, so long as the order remains in force, be called upon by the police to report himself on a given day at a police station near the place where he resides and on his reporting himself the copy of the order shall be served on him and the other formalities prescribed in rule 8 shall be followed.

Surveillance of criminals at outposts:

722-1. Copies of sheets 1, 3 and 8 of the History Sheets of criminals who are to be watched by the outpost staff shall be kept in the outpost. On the reverse side of the sheet 1, brief descriptive particulars of the criminal shall be noted. The Officer in charge shall send BC Rolls Form A regarding the movements of such criminals direct to the stations concerned. All entries made in History Sheets at outposts shall be copied into the original History Sheets of the station. BC Roll Form B should also be kept in outposts for use when necessary.

"A" and "B" lists of absconding warrantees

2. When a person for whom a warrant has been issued is absconding and there is no immediate prospect of his arrest, or when a criminal for whom a History Sheet is maintained goes out of view, the Station House Officer should send a descriptive roll of the individual in Form 125 to the DCRB.

3. These rolls will be published in a supplement to the C&O Sheet weekly/ fortnightly, as the case may be in Form 125, the issues of the supplement being given consecutive serial numbers and page numbers. These lists will be termed "A" lists.

4. In addition to absconding warrantees and "out of view" criminals of the district, the DCRB will publish in its "A" list the descriptive rolls of absconding warrantees and "out of view" criminals of other districts and of persons whose names are published in the Criminal Intelligence Gazette, who are residents of, or likely to come to the district.

5. The "A" lists will be filed separately in each station, and from them the Station House Officer shall compile in Form 125 a list in the regional language of persons likely to come to his station limits and display the same in the station. The staff of the station is expected to learn the details of these persons by going through these lists.

6. The names of persons, who have been arrested or whose arrest is no longer required, or who have been traced, will be published in the C&O Sheet proper in a list in Form 126, which will be known as "B" list. The "A" list and list in Form 125 shall be updated with the help of "B" lists.

FORM - 125 **See Order No.722-3 722-4, 722-5 & 722-6.**

" A " LIST

LIST OF ABSCONDING WARRANTEES AND CRIMINALS WHO HAVE GONE OUT OF VIEW

Serial Number	Circle	Name and address	For what offence charged.(Note the Crime No. Section and Station)	Taluk, Station and Village	When and by which Magistrate warrant issued	General description - Caste, occupation, age height, colour, style of features, marks* and clothing.	Names of relatives and their residence.	Where the absconder is likely to go.	Places where he had committed offences previously	Amount of reward offered.	Remarks – Whether Sections 87 and 88 Cr.P.C have been put in force	Modus Operandi details.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

*Note any peculiarities of gait, hair, on head, and face, eyes, mouth, teeth, feet, hands; also shape of face – marks and scar to be measured and located by measurements from points, e.g. nipple, navel, etc.

This form will be used for the following purposes:-

(1) To submit lists of proclaimed offenders to the Crime Investigation Department (CID) for publication in the Criminal Intelligence Gazette.

(2) To prepare the "A" list for publication as Supplement to the Crime and Occurrence Sheet.

(3) To prepare the manuscript list to be hung up on the station board.

Notes:- (1) This list should be prepared in two parts – 1 to show all absconding warrantees, and II criminals who are out of view, who are not warrantees, whether wanted in a case or not.

(2) In the case of absence of wanted persons other than warrantees, columns 6, 11 and 12 will not be filled in. Column 4 and 5 will also not be filled in, if he is not wanted in any crime.

FORM - 126 **See Order No.722-6**

" B " LIST

ABSCONDING WARRANTEES ARRESTED AND "OUT OF VIEW" CRIMINALS TRACED.

Of the individuals published in the "A" list the under mentioned need not be Arrested or traced.

Circle	Name and address	Number and date of "A" list in which published and serial number	Reasons for arrest or apprehension being unnecessary
(1)	(2)	(3)	(4)

CHAPTER 38

Preventive Action and Security for Good Behavior

Sec. 23 of Police Act 1861 mandates every police officer to prevent the commission of offence and Public nuisance, to detect and bring offenders to justice and to apprehend all persons whom he is legally authorized to apprehend.

723. Legal Powers and duties of the Police :

PREVENTIVE SECTIONS OF LAW AT A GLANCE

Sl. No.	Section of Law	Legal provision initiated by SHO or Superiors
1.	Sec 41 Cr.PC	Police may arrest without warrant in certain circumstances
2.	Sec 82 Cr.PC	Initiating proclamation proceedings in Judicial Magistrate courts against absconding warrantees who have fixed residence/property
3.	Sec 83 Cr.PC	Initiating property attachment proceedings when absconding warrantee does not turn up and appear before Police.
4.	Sec 102 Cr.PC	Power of Police to seize certain property alleged or suspected to have been stolen or objects suspected to have been used in any offence and also unclaimed property. Produce the seized articles before the Judl. Magistrate
5.	Sec 107 Cr.PC	Initiating Security proceedings before the Executive Magistrate (Tahsildar)/ Rev. Divl. Officer and Sub Divisional Magistrate in case of bodily offences
6.	Sec 108 Cr.PC	Security proceedings against communal/casteist /Extremist/Terrorist Offenders
7.	Sec 109 Cr.PC	Security proceedings against property offenders
8.	Sec 110 Cr.PC	Security proceedings against Habitual offenders (robbers, house-breakers, thieves, forgers, stolen property receivers, harbouring thieves, aiding in concealment or disposal of stolen properties, abductors, kidnappers, extortionists, cheaters, mischief-mongers, offenders habitually committing breach of peace, food adulterers, hoarders, adulteration of drugs)
9.	Sec 129 Cr.PC	Dispersal of unlawful assembly (Police must declare the assembly of persons as unlawful assembly) by Police using civil force.
10.	Sec 130 Cr.PC	Use of armed forces to disperse unlawful assembly by armed forces

11.	Sec 133 Cr.PC	Conditional order issued by Executive Magistrate for removal of nuisance. On information laid before him by a Police officer (i) for removal of obstruction of nuisance, (ii) trade/occupation in streets injurious to the health of community, (iii) Preventing construction of any building likely to endanger people, (iv) Ordering fencing open well/Tank adjacent to a public road, (v) Ordering for destruction or confinement of any dangerous animal.
12.	Sec 144 Cr.PC	Prohibitory orders issued by Commissioner of Police or District Collector/Sub Divisional Magistrate/Executive Magistrate in immediate prevention or where speedy remedy is desirable for preserving peace & public tranquility or a riot or an affray. Orders may be issued against a particular individual or to person residing in a particular place or area and valid upto two months.
13.	Sec 145 Cr.PC	Attachment orders issued by Executive Magistrate regarding claims disputes over land, water-use, including buildings, Markets, fisheries, crops or other produce of land, rents or profits of any such property. The Executive Magistrate may attach the subject of dispute (i) if he considers the case to be one emergency, or (2) if he decides that none of the parties was in possession or (3) if he cannot decide which of them was in possession.
14.	Sec 149 Cr.PC	Initiating preventive action like Naka Bandi, Surveillance, Opening of history sheets, frisking, cordon and search operations etc., by the Police for preventing commission of any cognizable offence
15.	Sec 151 Cr.PC	Arresting persons designing to commit any cognizable offence and releasing them within 24 hours on personal bond (after verifying cell phone, Aadhar card, PAN card, Driving license etc., for the purpose of establishing identity). Remember arrest card shall be issued. For persons who are wanted by law or involved in any cognizable cases, further action may be taken by SHO as the case be
16.	AP Anti-social Hazardous activities prevention Act, 1980	Initiating proceedings before CsP VZA/VSP or Collectors in the District. Externment of certain cases of offenders/persons
17.	Sec 18 (1) Immoral Traffic (Prevention) Act, 1956/1986	Initiating proceedings before the Sub Divisional Magistrate (RDO) of Revenue Division by the Spl.Police Officer (Inspr /ACP) under ITP Act or at his instance by a Sub-Inspector Police for closure of premises where commercial sexual exploitation is taking place and a criminal case is registered under ITP Act or under IPC/POCSO Act including ITP Act.

18.	a) AP Prohibition of Ragging Act, 1997b) AP Prohibition of Ragging in all Educational Institutional Rules, 2002	Initiating letters to College Principals, Wardens/Registrars of Universities for taking up Anti-Ragging measures and for conducting parents-Students meeting at Fresher's day as per Supreme Court/AP High Court orders
19.	Sec. 32 of JJ (CPC) Act	Police or SJPU to produce child in need of care and protection before the child welfare committee who are empowered with powers of a Magistrate for further care and restoration with parents/guardians.
20.	Bonded Labour System (Abolition) Act, 1976	Police after rescuing bonded labour produce the children/ persons before the Tahsildar cum Executive Magistrate for extinguishing the bonded debt
21.	Indecent representation of Women (Prohibition) Act	Police registering case on Film posters/Advertisements coming under the purview of this Act. Indecent representation means the depiction in any manner of the figure of a woman, her form or body or any part thereof, in such a way as to have the effect of being indecent, or derogatory to, or denigrating women, or is likely to deprave, corrupt or injure the public morality or morals.
22.	1) AP Prevention of Dangerous Activities of Boot-leggers, Dacoits, Drug Offenders, Goondas, Immoral Traffic offenders and land grabbers Act, 1986 2) AP Prevention of Dangerous Activities of Communal offenders Act, 1984 3) National Security Act, 1980	Preventive Detention against those bodily offenders or repeat violent property offenders, or those who disrupt public order (even tempo of the society) affecting peace, harmony and tranquility
23.	AP Habitual offender Act	Initiating proceedings before CsP Vijayawada/ Visakhapatnam, Collectors in other districts against repeat offenders (who are convicted three times in a span of five years) for declaring them as Habitual offenders

723-1. Law empowers the Police and the Executive Magistracy to prevent offences, breach of peace, and maintain public order. These powers *inter alia* include preventive arrests, security proceedings, removal of public nuisances, prohibitory orders and also deal with disputes that threaten peace. The powers are meant to provide a sense of safety, security and confidence in all sections of society. Prevention is as important as punitive action.

2. The L&O Police is responsible for all measures indicated in this Chapter. The Inspector/SDPO is chiefly responsible for planning, handling and supervision of this work in his jurisdiction.

3. The District Crime Records Bureau, CCRB, CCS, Traffic Police Stations, and the District Special Branch shall furnish all the information which they have, to the SDPO who should along with information collected by Police Stations in his jurisdiction prepare plans and the action required to be taken by them. Prompt action in obtaining security bonds will be a check against occurrence of crimes.

4. The Training Wing shall design courses on preventive work for Constables, Head Constables, ASIs, and others to be conducted in all Police Training Institutions, District Training Centers as well as to be a part of the on-job training modules through distance education concept at Police Stations level.

5. Section 132 Cr. PC provides protection for certain acts done in good faith. This is a shield for bold and proactive initiatives in the best interests of preventing offences and breach of peace.

Dispersal of Unlawful Assembly :

724-1 Section 129 Cr.PC empowers any SHO or police officer not below the rank of SI to disperse any unlawful assembly and if it does not disperse, may use such force as may be necessary and proportionate and also effect arrest. The power conferred on the Police in this section is both preventive and punitive. Declaring an assembly as Unlawful Assembly is a pre-requisite. Necessary General Diary entry, and entry in Part-I of Case Diary are essential ingredients.

Prevention of cognizable offences u/s 149 and 151 Cr.PC

2. Every police officer should take steps to prevent commission of cognizable offences as per section 149 Cr.PC. and for this purpose, he is empowered to arrest any person as a preventive measure (151 Cr. PC) but a person who was arrested shall not be in custody (either Police or Judicial) for more than 24 hours unless a specific offence is made out in the meanwhile.

3. Section 41 Cr. PC empowers a police officer to arrest any person without warrant in certain cases.

Preventive Action by Seizure:

4. As per section 95 Cr. PC, a police officer is empowered to seize any news paper, book or document, the publication of which is prohibited by a notification of the government on the ground that such publication is punishable under section 124A, or 153A, or 292, or 293, or 295A of IPC.

Urgent cases of nuisance or apprehended danger (Section 144 Cr.P.C.).

725-1. According to Section 144 of Cr.PC a District Magistrate, Sub-Divisional Magistrate or any other Magistrate especially empowered by the State Government may, where immediate prevention and speedy remedy is desirable, by an order in writing direct any person to obtain from certain act or to take certain order with respect to property in his possession or management.

(a) The Commissioner of Police, Visakhapatnam and Vijayawada cities, are empowered to issue orders under this section. The ground for making such an order is that it is likely to prevent obstruction, annoyance or injury to any person lawfully employed or danger to human life, health or safety or a disturbance of public tranquillity or a riot or an affray.

(b) The order is either prohibitory or mandatory. Urgency of the situation is the essence of this provision as otherwise the exercise of power will have no justification. The orders issued under the section are to remain in force for not more than two months and with State Government notification for another six months.

(c) The order can be issued ex-parte and can be directed against a person or persons residing in a locality or public generally when visiting frequently a particular area. The order under this section is an executive order. 'Curfew' orders are issued under this section only.

Breach of Peace due to disputes over to immovable property - Action to be taken

2-A. Section 145 Cr.PC arises when there is a genuine dispute between two parties relating to immovable property and there is an imminent threat to peace. The main feature of Section 145 Cr.PC is that when there is a bonafide dispute regarding land or water or boundaries and there is

likelihood of breach of peace, the Executive Magistrate on application by the SHO may pass an order directing the parties to appear and after having heard them and perusing the respective records pass final orders. Police is mandated to implement the orders.

B. The Magistry will keep the person in possession whoever is in possession at the time of dispute or whoever is disposed with-in two months prior to the dispute. The order will be in force till the matter is finally settled in the civil court. Land or water referred includes buildings, markets, fisheries, crops or other produce or land and the rents or profits of any such property. The Magistrate will not go into merits or claims of any of the parties or persons to possess the subject of dispute.

C. Section 146 Cr.PC contains power of attachment and to appoint a receiver under certain circumstances.

D. Section 147 Cr.PC relates to disputes that cause breach of peace relating to use of land or water. Police must initiate action under this section under the following circumstances:

i. The dispute must be genuine and there is equal claim by both the parties.

ii. There is imminent threat to peace.

Security for Good Behaviour and Keeping the Peace:

726-1. Section 106 of the Cr. PC provides that a Court of Session or Court of a Magistrate of a first class may, at the time of passing sentence on a person convicted of certain specified offences or abetting any such offences as laid down under that section, order him to execute a bond for keeping the peace for any period not exceeding three years. Since the Judicial Magistrate after due trial and conviction orders the security, no separate enquiry is necessary. If the conviction is set-aside on appeal or otherwise, the bond executed shall become void.

2. An order under this section may also be made by an Appellate Court or by a Court, which exercises powers of revision.

3. In appropriate cases the SHO with the help of a prosecutor should file a memo in the court immediately after pronouncing the Judgment and before passing the sentence mentioning the reasons for taking security. If satisfied the court may take security up to 3 years commencing from the date of release from imprisonment.

Security for breach of peace – 107 Cr.P.C.

727-1. Preventive action can be taken U/s 107 Cr. PC by an Executive Magistrate, if he has information through police or otherwise that any person is likely to commit breach of peace or disturb the public tranquillity or to do any wrongful act that may probably occasion a breach of peace or disturb the public tranquillity and is of the opinion that there is sufficient ground for proceeding. He may thereafter require such person to show cause why he should not be ordered to execute a bond for keeping the peace for such period, not exceeding one year as he thinks fit. The Magistrate can take action whether such person(s) is residing in his jurisdiction or committing breach in his jurisdiction residing elsewhere.

2. Section 107 Cr.PC is an effective means for preventing breaches or disturbances of public tranquillity in connection with religious processions, communal tensions, festivals, fairs, elections, caste conflicts, political movements or other disputes between factions, factionists filing tenders etc. It is not essential in every case there should be two parties fighting against each other. It must however, be clear that a breach of the peace is imminent, unless averted by proceedings under the section. Courts have held that breach of peace does not mean only breach of public peace or that public should have assembled. Even if an individual is assaulted in his house it is relevant provided imminent breach of peace is anticipated as a result.

3. Before launching proceedings, the SHO shall gather evidence, oral and documentary, of persons (including police officers) acquainted with the circumstances of the facts and case regarding the specific occasion on which the breach of the peace is anticipated.

A. The existence of a cause, quarrel or other circumstance which is likely to lead to the breach and the period of its duration,

B. The declaration of the parties indicating their determination to carry out, or to prevent, certain things in connection with the subject matter of quarrel,

C. The strength and following of the party or parties, and

D. attempts made for conciliation, with their results.

4. The statements recorded as above are not the statements u/s 161 or 162 Cr. PC and therefore, it is not necessary to record them elaborately, short notes being sufficient. The witnesses can also sign them.

5. The object of this section is not to punish any person for what he has done in the past or to compensate the victim of an offence, but to prevent him from

committing breach of peace. The main requirement is the apprehension or threatened breach of peace.

Binding over Bodily offenders

6. Arrests cannot be made u/s 107 Cr PC. Only a Magistrate can issue a warrant u/s 113 Cr.PC, if breach of peace cannot otherwise be prevented. Where the Police Officer feels that arrest is necessary he should report the circumstances to the Magistrate and obtain a warrant for arrest. However, arrests may be made in urgent cases under section 151 Cr.PC, in the circumstances provided therein.

FORMAT

Police report under section 107 Cr.P.C :

Names and residence of disputing parties, with cell Nos, U.I.D. Nos.	Subject of dispute, give area and boundaries	Claims Advanced by both parties	Name & residences of persons to be bound over(with Phone no.)	Witnesses and their residence with phone Nos.	Remarks showing how the information was lodged, and what the Police found on arrival at the spot. Reasons for apprehending a breach of peace, etc.
1	2	3	4	5	6

Binding over communal / terrorist / Extremist elements :

728. Section 108 Cr.P.C. :

Section 108 of Cr.PC is intended to demand security bonds for keeping good behaviour for a period not exceeding one year from persons who commit or about to commit offences under sections 124-A, 153-A, 153-B, or 295-A of IPC or criminal intimidation or defamation of a judge or an offence under section 292 IPC. The main test is whether the person has been disseminating the offending matter and whether there is any apprehension of the offence being repeated. The matters referred to in the Section 108 (1) (i) (a) Cr.PC relate to such matter which is the vehicle of an attempt to promote enmity. Extremists or their active sympathisers may be bound over u/s 108 Cr.PC.

Binding over property offender:

729-1. Section 109 Cr.P.C. :

Section 109 Cr PC applies to such class of persons who are found taking precautions to conceal their presence with a view to commit cognizable offences. Both ingredients of concealment and with a view to commit cognizable offence should be present, before a person can be proceeded against u/s 109 Cr PC. The object of the section is to frustrate the criminal designs before they are carried out. It is purely preventive and not punitive. The security bond for good behaviour can be taken under the section for a period not exceeding one year.

2. Concealment of presence is different from concealment of identity. The police officer must also be able to distinguish between a guilty person and a timid person. The following are some illustrations of cases where u/s 109 Cr. PC will apply.

A. A person concealing himself at night with his companions in hedges near a village, giving wrong name and address and being unable to explain his presence, in hedges at night with house-breaking implement and refusing to disclose identity of his companions who had escaped into the jungle. As regards concealment, it has been held that it need not be continuous; even a single attempt of concealment may be enough.

B. Concealment of bodily presence in a house, or grove or hedge.

C. Concealing appearance by wearing a mask or covering his face or disguising himself by a uniform or some other manner.

Binding over Habitual Offenders :

Section 110 of the Cr. PC:

730-1. The object of this section also is preventive, and not punitive, and the action is not intended as a punishment for past offences. It is aimed at protecting society from habitual offenders, desperate, dangerous characters and anti-social elements against the perpetration of crimes. It is intended to curb the dangerous activities of hardened criminals and secure the interests of community from injury at their hands. This section deals with habitual offenders in the cases under clauses (a) to (f) and desperate and dangerous characters under clause (g).

2. Clauses (a) to (f) deals with different types of habitual offenders. For the purpose of this section habit can be proved by evidence of general repute or otherwise.

3. Clause (g) deals with desperate and dangerous characters. He is a person who has disregard for the safety of persons and properties. Rowdies and goondas come under this category.

4. Sub-section (2) of section 41Cr.PC empowers the SHO to arrest without warrant any person belonging to one or more categories described in sections 109 and 110 Cr. PC. The arrest may be followed by action under these sections.

3. The evidence of general repute relating to the habit of a person can be gathered from the local witnesses, from the aggrieved as well as from the entries of the incidents recorded by the police officer in the G.D. Though previous conviction is not necessary to prove the habit, such convictions will help the prosecution in strengthening their case. Security cases u/s 110 of the Cr.PC against local habitual criminals should be built up on details recorded in the Station Crime History as well as the result of careful surveillance and enquiries by the Police. It should be exceptional for a local criminal, for whom a history sheet has not been opened, to be put up under these sections.

6. The history sheet is a privileged document and is not generally produced in evidence. The evidence of persons who have direct and first-hand knowledge of them should prove information contained in it.

7. When evidence of suspicion against the respondent in certain crimes is spoken to by a Police Officer, he must substantiate his suspicion by giving cogent and convincing reasons. A vague suspicion is not enough to warrant the respondent being bound over under section 110 Cr.PC. Evidence of misconduct should relate to recent incidents and not acts committed by the respondent years ago.

8. Where several persons are jointly put up under section 110 Cr.PC, evidence of the offences by each of them should not be admitted as against others unless concert between them is shown.

9. The clause, which is applicable to each case, should be specifically stated in the information to be laid before the Magistrate.

***Note**: (1).*Once information is laid before the Magistrate, under Chapter VIII Cr. PC it cannot be withdrawn. Section 321 Cr. PC (withdrawal from prosecution) has no application to security proceedings.

(2). Copies of the statements of witnesses recorded by the police officer need not be provided to the respondent, as the information laid before a Magistrate under Chapter VIII Cr. PC is not a police report within the purview of Sec. 173 Cr.PC.

(3). For all the enquiries contemplated in Chapter VIII of Cr.PC i.e. for obtaining security bonds u/s 106 to 110, Section 116 (3) Cr.PC provides for detention in custody of the respondents in certain circumstances. Similarly u/s 122 Cr.PC, the respondent(s) can be committed to prison by the Magistrate, if he has been ordered to give security u/s 106 or 117 Cr. PC, but fails to give security on or before the date on which the period for which such security is to be given commences, or having executed a bond for keeping the peace in pursuance of an order of a Magistrate u/s 117 Cr. PC, commits breach of the bond. Police Officers shall use these provisions for effective maintenance of law and order and prevention of crime.

731-Security bonds under the A.P. Habitual Offences Act 1962 and other Acts :

G.O. Ms. No. 1985 Home (Prisons-B Department) dated 18.10.1965.

1.The AP Habitual Offenders Act, 1962 authorizes surveillance over habitual offenders. A habitual offender is one who has 3 convictions during any continuous period of 5 years excluding the periods spent in jail. It authorizes summoning, photographing, and finger printing and opening History Sheets for such an offender. He is also duty bound to intimate the changes of his residence, and appear whenever notice is served. The Government has also formulated the rules under this Act. The Act and the rules is an effective check available to the Police on offenders who are repeatedly committing offences more particularly the professional criminals and members of organized crime syndicates.

2. The Immoral Traffic Prevention Act, 1956 empowers the Court while convicting a person who has been earlier convicted under this Act as well as under sections 363, 365, 366, 366-A, 366-B, 367, 368, 370, 371, 372, or 373 IPC for two years or more to notify his residence or change of residence for a period of 5 years. The Police should invoke this section by filing an application in the Court on the date of judgment, bringing to the notice of the Court the records to prove the previous conviction. Such an application should be filed after conviction but before the accused is questioned about the sentence.

3. The Immoral Traffic Prevention Act, 1956 also empowers the, Special Police officer (CI/ACP) to rescue a person and to order closure of a brothel and eviction of offenders from the premises. The Police are required to file the information before the Sub-Divisional Magistrate to obtain an order under section 18 of the Act for closure of Brothels.

4. The Indecent Representation of Women (Prohibition) Act, 1986 is intended to prohibit advertisements and wall posters depicting women in indecent postures.

5. The Juvenile Justice (Protection and care of children) Act 2015 empowers the Police to rescue neglected children both boys and girls and produce them before the C.W.C (Child Welfare Committee) for ordering their custody to the designated Children Homes etc. Under no circumstances CNCP (Children in Need of Care and Protection) should be taken to the Police Stations.

6. The AP Objectionable Performances Prohibition Act 1985 empowers the District Magistrate and the State Government to prohibit performances which are considered objectionable in the sense that they tend to encourage persons to resort to violence, disaffection in armed forces or police forces, promote feelings of enmity between different sections, or those grossly indecent or obscene. The duty of the Police Officer in this connection is, that when he receives information that any objectionable performance is likely to be conducted, he should bring it to the notice of his superior officer for appropriate action. The Sub-Divisional Police Officer may, after scrutiny, report to the District Magistrate through the Superintendent of Police for orders in the matter.

7. The AP Prevention of Dangerous Activities of Communal Offenders Act 1984 empowers the District Magistrate or the Commissioner of Police to order preventive detention of communal offenders.

8. The A.P. Prevention of Dangerous Activities of Bootleggers, Dacoits, Drug offenders, Goondas, Immoral traffic offenders, and Land grabbers Act 1986 also empowers the District Magistrate and the Commissioner of Police to order detention/ externment to these offenders.

Removal of Public Nuisances:

732-1. Section 133 Cr. PC empowers Executive Magistrate to deal with public nuisances either on receipt of report of a Police Officer or other information.

The public nuisances that can be redressed and unlawful obstructions that can be removed from any public place etc. are indicated below.

A. Obstructions or nuisance to any public place, or way or channel lawfully used by the public.

B. The conduct of any trade or occupation or the keeping of any goods or merchandise injurious to the health or physical comfort of the community. Including blaring of loudspeakers beyond the prescribed decibels of noise and prescribed time.

C. Construction of any building or disposal of any substance as is likely to occasion conflagration or explosion.

D. A building tent or structure or a tree as is likely to fall and cause injury topersons.

E. An unfenced tank, well or excavation near public way or place and

F. A dangerous animal requiring destruction, confinement or disposal

2. The duties of police in this regard are to inform the concerned Executive Magistrate promptly, all the matters falling in the purview of section 133 Cr. PC, on the lines as indicated below.

A. The L&O Police, beat and patrol men are responsible for reporting such instances without any loss of time.

B. If any representation is made or information is received, it should be verified by a visit to the place by the Police Officers of the beat.

C. If they come across such nuisances, the details should be collected including photographs or sketch of the place and submitted to the SHO.

D. Private litigation or private interest should not be the basis for action by the Police.

E. It is not necessary that there should be danger or inconvenience already existing to the public at large, but it is sufficient if there is likelihood of such a thing, being caused.

F. The term public nuisance is defined in section 268 of IPC, which can be adopted for the purpose of this section. Section 12 of IPC states that the term public includes a class or community residing in a particular area but that class must be numerically sufficient to be designated as such. They should have a right vested in them irrespective of numbers. Public place includes also property belonging

to State, camping grounds and grounds left unoccupied for sanitary or recreation purposes. A place in order to be public must be open to them where they have access by right, permission, usage or otherwise.

G. Action under this section is not barred by Environmental Protection Acts.

H. Untreated pollutants, dumping of solid wastes, letting out chemical substances, gases, vapour do come under section 268 IPC besides other provisions of law. The concerned agencies also have powers and responsibility. There should be mutual liaison between police and concerned departments and agencies.

3-A. Entries should be made in the Register kept for regarding the brief details of all cases in which action is taken on report of police including the result. Separate entry should be made in respect of assistance rendered in cases taken up by Magistrate on his own or on information from other sources.

B. Specific attention should be bestowed on cases that pollute air, water and earth, and cases where life of public is in danger. It should be remembered that action under this section is preventive, while punitive action may be under relevant law or laws.

C. Evidence of experts should be collected and enclosed to the report particularly that of Engineers, Pollution Control Board, FSL etc.

4. Closure of Brothels by Sub Divisional Magistrate (SDM) u/s 18(1) ITP Act:

The Inspector of Police (Special Police Officer under ITP Act,) has to file a requisition before sub-Divisional Magistrate for closure of brothel with F.I.R. under Immoral Traffic Prevention Act and other IPC Sections 370 (Trafficking in persons), or Sec. 366 A IPC (Kidnapping minor for the purpose of prostitution), or 372 IPC (Selling minor for prostitution) 373 IPC, or Sec. 5 r/w 6 POCSO Act, 2012 (Aggravated Penetrative Sexual Assault) along with other documents i.e. search and seizure panchanama, owner ship / lease documents, Electricity / water bills and such other documents which prove that the respondent has been incharge of the place of explantation. The SDM after enquiry and giving adequate oppurtunity to the respondent brothel keeper may order closure of the place of Commercial Sexual exploitation and trafficking for one year.

CHAPTER 39

Preservation of Peace and Harmony

Public safety : Ordinarily means security of the Public or their freedom from danger (*Ramesh Thapper vs State of Madras, AIR 1950 SC 124, of Punjab Vs Sukhpal Singh AIR 1990 SC 231)*

Public Order : Article 19 (2) of constitution.

Synonymous with public peace, safety and tranquility. It is absence of disorder involving breaches of local significance in contra-destination to national upheavals such as revolution, civil strife, war, affecting the security of the State. *(Superintendent of Central Prison, Fategarh Vs Dr. Ram Mohan Lohia. AIR 1960 SC 633 Criminal Appeal No. 76 of 1956)*

Bundh / Hartals / Strikes : Inconvenience to Public should not be caused in the name of Hartal or Bandh or Strike. No person has any right to cause inconvenience to any other person or to cause in any manner a threat or apprehension of risk of life, liberty, property of any citizen or destruction of life and any Government of Public property, irrespective of proclaimed reasonableness of the cause. Such acts of the Crowd / Mob should be controlled with iron hands. Any soft or lenient approach for such offenders would be an affront to rule of law and challenge to Public order and peace (*James Martin Vs State of Kerala 2004. Criminal Appeal No. 887/1997 and SLP (Criminal) 47 to 49/1998, Dt: 16.12.2003.*

Powers and responsibilities for maintaining peace and order :

Sl.No	Duties	Section of Cr. PC which gives power
1	Frisking, vehicle checking, Nakabandi checking of Railway Stations, Bus Stations, surprise checking, election Bundobust, Road blocking, opening history sheets.	Sec. 149 Cr.PC (empowered to serve notices to authorities concerned)
2	As an un-lawful assembly (refer Sec.141 Cr.P.C. for definition) (necessarily General Diary entry is compulsory that the Police declared that this is an Un-lawful assembly. (Orders of Executive Magistrate not necessary)Note: Any use of force without declaring as an un-lawful assembly is not permitted. Police concerned can be prosecuted by the civilian authorities.	Sec.129 Cr.PC.
3	Use of C.R.P.F and other Para military forces in L & O maintenance. (Orders of the disposal of un-lawful assembly Tahsildar/M.R.O is compulsory)	Sec.130 Cr.PC.

4	Power of Gazetted officers of Armed forces/paramilitary to disperse an un-lawful assembly in the absence of Tahsildar/ MRO	Sec.131 Cr.PC.
5	Prosecution cannot be launched against any member of the state Police / Central Paramilitary /Armed forces without the sanction of state Government/Central Government.	Sec.132 Cr.PC.
Public Nuisance:		
6	Removal of unlawful obstruction/nuisance from any public place or from any way, River or Channel which is lawfully issue by the public orders should be obtain from the Executive Magistrate/Tahsildar, served on the concerned and should obstruction removed	Sec.133 Cr.PC.
7	To obtain order from the Executive Magistrate/MRO to prevent danger to human life health or safety or a disturbance of the public tranquility or a riot or an affray. (The order can remain only for two months and it should be taken a fresh if need be)Note: in faction area such order can be taken against a particular factionist to prevent him from visiting of particular place or area.	Sec. 144 Cr.PC.(Any contravention by the said individual or person is punishable u/s 188 IPC)
8	When there is a dispute concerning canal and water which is likely to cause breach of peace SHO has to file a petition before the Executive Magistrate/MRO of the area for issuing order.	Sec.145 Cr.PC.
9	SHO to file a petition before Executive Magistrate/MRO when breach of peace or public tranquility he is expected in his area i.e., security proceedings against the bodily offenders.	Sec.107 Cr.PC.
10	Against Communal offenders	Sec.108 Cr.PC.
11	Against Property offenders	Sec.109 Cr.PC.
12	Against Habitual offenders	Sec.110 Cr.PC.

Note: Requisitions which are being sent to the authorities concerned may be, either in English or Telugu (As per G.O.Ms.No.485, Home Court-B, Department, Dt.29.03.1974. Telugu is made as a Court (Lower) language under sec.272 Cr.PC. If the witness gives evidence in the language of the court, it shall be taken down in that language.(Sec.277 Cr.PC).

Nature and Causes of Breach of Peace

733-1. The majority of riots and other disturbances causing breach of peace take place mainly due to socio-economic and political frictions, communal, caste, regional, industrial, agrarian and political disturbances. Organised criminal and goonda gangs and unsocial elements in pursuit of private gain indulge and provoke these disturbances adding fuel to the already provoked people. The disturbances cause widespread panic resulting in physical assaults, bodily injuries, murders, lootings, rapes and forcible closure of business and shops and intimidation and in short all inhuman acts take place posing a challenge to the efficacy of the police and the government in dealing with these disturbances. Police have an onerous and difficult duty in tackling such situation with all the legal means available at their command. Prevention saves considerable loss of life and property.

Procedure to be adopted during crowd control – Use of non-lethal weapons.

(Refer C.O.Rc.No.739/L&O-1/2010,dt. 10-12-2010 of DGP AP)

Impact of wide-spread riots

2. No crime is so dangerous to the peace, harmony, life and well being of the people as riots. Under Sec.149 Cr.PC, Police is mandated to prevent occurrence of Cognizable offence to the best of his ability. Every Police Officer may interpose for the purpose of preventing, and shall, to the best of his ability, prevent, the commission of any cognizable offence. Wide spread riots for any duration paralyse trade, free movement of people depriving their normal means of livelihood, shaking the confidence in the police and the government for their peaceful existence. Therefore, it is the prime duty of the police to prevent the commission of breach of peace by gathering intelligence to nip it in the bud and if it crosses that stage by taking up effective measures in controlling the disturbances. Primarily, it is the duty of the law and order police to control these disturbances as per situation with the assistance of other wings of the department like Reserve Police, Railway Police, Spl. Police, Central Paramilitary Forces etc. as per the need. Each situation calls for different ways of dealing and adopting measures suiting to the laws and the needs.

Collection, collation and dissemination of Information :

734-1. One of the most important duties of the police is the collection, collation and dissemination of information about every movement, state of feeling, dispute or incident, which may lead to a breach of peace, and the communication of such information to the concerned authorities with a view to take action or to use the information for the purpose of preventing or detecting crime or preventing breach of peace. All police measures and actions, their efficacy and use entirely depend on the intelligence gathered and its use. In dealing with the situations described in this Chapter, information on the following lines is absolutely essential and should be gathered by the SHO, Inspector, SDPO /ACP and other senior officers apart from the specialised units meant for the purpose.

Note: SHO in this Chapter means the SHO of L&O Police wherever exists.

1-A. Consult station records to identify the occasions when breach of peace is likely, its nature, the places and potential troublemakers. It is necessary that all records are accurate and updated.

B. Visit the place and assess public feeling and likely trouble.

C. Contact persons who command respect and confidence of rival groups.

D. Gather information from all possible sources.

E. Read and follow thoroughly the communications and instructions from superior officers

F. Confer and ascertain full details from beat police and other police staff

G. After the evaluation and assessment of the problem in all its aspects with reference particularly to the persons, places and nature of trouble, police officers shall decide on surveillance, preventive arrests, promulgation of regulatory or prohibitory orders, arrangements to be made to contain and control trouble, the specific briefing to all Police Officers to be deployed including arrangements for their accommodation, food, etc. if the assessment reveals need for extended period of deployment.

2. It is the prime duty of the police to prevent the commission of cognizable offences. In such endeavour they should enlist the assistance of influential persons in communities in mitigating the situation and see that they exercise their influence in controlling the situations. The help from Community Contact Committees is highly desirable in this regard.

3. All HCs and PCs of the beat area should be instructed to take help of village officials and keep vigil and report from time to time on the meetings, both public and secret, handbills distributed and rumours set afloat by mischievous local elements or outside agents.

4. A striking force of adequate police strength should be mobilized and kept ready for attending to any sudden out break of mob violence. Besides this all riot control equipments like water cannon, concertina coils, gas guns, firearms and ammunition, helmets, shields, tear gas shells, shock batons, baton rounds (rubber/plastic bullet), lathis etc. should be kept ready for use.

5. Precautionary measures for preventing or dealing with such disorders depend upon a number of factors, including the cause of friction, the nature of the particular dispute, whether the danger is continuous or associated with a particular festival or occasion, and the influence of the leader of the communities. Experience has shown that adequate precautions taken in proper time tend to inspire confidence among several communities and check the misguided zeal of irresponsible elements. Arrange frequent patrolling, if assessment reveals possible breach of peace. Such a precaution signals police preparedness and acts as a deterrent to possible troublemakers and inspires confidence among public.

6. Bestow utmost attention to fasts, feasts and festivals of different communities occurring at the same time. Work out mutually acceptable arrangements; reconcile conflicting approaches or disputes with the help of rival local leaders. But do not be misled by promises and assurances and make necessary arrangements as a precaution.

7. Keep the concerned Executive Magistrate informed in writing to be available. Police Officers should remain in close touch with the magistracy during situations of anticipation and actual breach of peace.

8. When tensions and feelings run high, a clash in a large town develops into serious and widespread trouble. Precautionary measures need to be taken on this assumption as such steps will prevent and stop clashes in other areas apart from containing spread of trouble. Dialogue with leaders, involving the concerned departmental heads in the District / Commissionerate will be useful.

9. At times, disorders get a firm foothold before the necessary arrangements are made and forces arrive to control and bring about normalcy. In such an event ordinarily, the trouble assumes the form of gang attacks, kill and run

tactics in localities where one community is weak and the police are inadequate to prevent it. Widespread looting and arson will often be features of this stage. The following measures have proved to be of value in such situations.

A. Promulgation of orders under section 144 Cr.PC including curfew, prohibiting the holding of meetings, delivering of speeches, assembling of persons, carrying of weapons, taking out processions, or other acts from which a breach of the peace can be apprehended.

B. In cases of dispute that occasion the breach of the peace relating to land or water, or to boundaries of land or water, action under sections 145 to 148 of Cr.PC is appropriate and must be taken. Copies of reports to Magistrates for action u/s 144 or 145 of Cr.PC should be sent to the concerned superior Police Officers.

10. If the prospect of averting trouble is not encouraging take the following steps:

A. Concentrate a sufficiently large police force that can be gathered in the vicinity of the scene of trouble. But where trouble is anticipated a show of strength, is sometimes sufficient to avoid untoward developments. The police force should be strong enough to deal promptly and effectively with major or minor incidents. Route marches by police columns through the affected areas help in containing and the spread of incidence.

B. Arrangements must be made for patrols and pickets and for the establishment of communications between the various police parties and the police headquarters.

C. The deployment in such situations should be to contain large-scale trouble and quick return to normalcy. Hence aimlessly scattering and thinning out the police force should be avoided, otherwise it may result in not being able to prevent anything anywhere. The thinned out forces get submerged helplessly in the cauldron of mob violence. All deployment should ensure communication between all pickets, patrols and striking forces both in terms of equipment and physical mobility between each point. In short physical contact by foot or transport should be ensured between one point and other when police are deployed besides VHF set communication. All should be closely knit to be able to press maximum resources where most needed in the shortest time.

D. SDPOs / ACsP / DCP, SP/Addl. SP/ Addl.DCP should be present at the scene of the trouble and should not leave the situation to be handled by subordinates alone, but at the same time without taking away initiative from them.

E. Mobile patrols in a vehicle with a Magistrate and motorcycle patrols with wireless sets in a town are more valuable form of patrol in a town or city.

F. Precautionary measures should include, action u/s 151 Cr.PC against goondas, rowdies, suspects, bad characters and the persons likely to create trouble. Since the effect of an arrest u/s 151 Cr.PC is only for 24 hours even if remanded to judicial custody, a specific offence must be made out in case he is to be kept in custody for more than 24 hours.

G. In respect of breach of peace due to communal, caste or other problems, preventive detention can be resorted to. In such cases recourse can be had to AP Prevention of Dangerous Activities of Communal Offenders Act, 1984, and other preventive detention laws. When public property is destroyed in the course of riots or agitations, action can be taken against the accused under the Prevention of Damage to Public Property Act 1984.

H. For the dispersal of unlawful assemblies by use of force 3 important conditions should be fulfilled. (1) that there is an unlawful assembly; (2) such an assembly is ordered to disperse; and (3) in spite of the orders the assembly refused to disperse. The force to be used is the minimum required to disperse the unlawful assembly. The quantum of the minimum force to be used differs from situation to situation and depends on the nature of crowd and its activities etc.

I. A booklet on dealing with communal disturbances has been circulated by the Government to all District Magistrates, Superintendents of Police and other officers. The instructions given therein should be followed.

J. In appropriate cases, those who incite class hatred should be proceeded against under section 153-A IPC. Tendency towards disorder should be nipped in the bud and the actual outbreaks handled effectively with the least possible delay and the minimum loss or damage to life and property.

K. The government desire that local officers, charged with the maintenance of law and order take prompt measures to deal with communal agitation from the beginning and on no account allow the

situation to deteriorate. They should keep the District Magistrate and the SP / DCP informed of the developments by quickest means from time to time, and seek instructions when necessary.

11. The Police Act, 1861 : Copies of sections 23 (Duties of Police Officers), 29 (Penalty for neglect of duty, Sec. 30(Regulation of Public assemblies and procession and licensing of the same), Sec. 30 (4) Restrictions of music in the streets, Sec. 30 A (Powers with regard to assemblies and processions violating conditions of License and declaring such processions to be an unlawful assembly, Sec. 31 (Police to keep order in public roads, ghats etc.) Sec. 32 (Penalty for disobeying orders issued u/s 30, 30A, 31) of the Police Act, 1861 should be distributed to all area Police Officers in every police station and provisions explained during training class in the station.

12. There will be salutary effect, if arrests of those responsible are made immediately on the spot. Where the clash takes the form of mob fighting, there should be no hesitation to disperse it by use of force. Use of firearms at a mob should be only as a last resort when all other measures have failed to save the lives and property of the people. However the decision to open fire to control mob should be taken quickly and the situation should not be allowed to go out of hand due to in-decision or delay in taking decision to open fire.

13. A riot scheme should be drawn up for every important town for each category of riot like communal, caste, regional or political. These schemes should be practiced every half-year. The object of the practice is to ensure that all officers are conversant with the details of the scheme and their duties therein.

14. Cases must be registered promptly, investigated impartially and prosecuted successfully under the close supervision of Inspectors and SDPOs / ACsP. If need be, a separate investigation team should be formed during the period of riots.

15. Whenever there is a shortage of manpower, Special Police Officers can be appointed under the Police Acts.

16. When the situation has been brought under reasonable control the following measures should be taken.

    A. Police deployment should ordinarily continue, though on a reduced scale, until confidence is restored.

    B. Orders passed under section 144 Cr. PC, may be continued for some time since this helps in preventing panic.

C. If curfew has been imposed, a relaxation for a few hours depending on situation may be given to start with and later it can be gradually withdrawn when situation returns to normal.

D. The assistance of non-officials is of greater value during the conciliation stage and it should be fully availed.

E. Senior Police Officer must assess the situation promptly and leave the scene when they are fully satisfied that the situation is brought under control without taking complacence haphazardly.

F. Case reported during riots should be promptly investigated and finalised.

Legal Powers to deal with Breaches of Peace

Licensing power for assembly or procession

735-1. Section 30, 30 A, 31, 32 of the Police Act, 1861 empowers DSsP / ACsP and above to notify requiring licence by all persons conducting a meeting or a procession in public places or thoroughfares. If the DM or SDM is of the opinion that such assembly or procession if uncontrolled is likely to cause a breach of the peace, they are also empowered to issue notice-requiring licence by any assembly or procession for the use of music. The officers of the rank of DSsP / ACsP and above issue these licences.

2. As per the direction of Government, such order shall specify the duration for which the licence is required.

3. A procession or an assembly which violates the conditions of a licence granted under section 30 of the Police Act, 1861 may be ordered to disperse by any magistrate or any Police Officer under section 30-A of the Police Act, 1861. If the procession or the assembly so ordered to disperse, neglects or refuses to obey the order, it shall be deemed to be an **"unlawful assembly"** and will be dispersed by use of force.

Instructions for the guidance of officers in regard to processions

736-1. Public have a right to take out a in procession with music (within desired decibles) subject to the known rights of a community by convention or religious practices or due to Judgment of courts or by recognized rights and mutual understanding.

2. The enforcement authorities should play an impartial role in implementing the respective right of the parties.

3. If it is apprehended that the enjoyment of the approved practice with respect to any procession will lead to a breach of the peace, it is the duty of the officers concerned to take adequate precautionary measures. Such precautionary measures would include the measures indicated in Order 734 and also action on the following lines:

   A. Leaders of factions should be involved from the beginning in the maintenance of order. Help of Community Contact Committees should be solicited.

   B. Any newspapers carrying on communal propaganda should be cautioned against indulging in any action likely to lead to further disagreements between the communities. The Press Council should also be addressed to ensure compliance to Journalistic Code of Conduct of 2010 evolved by Press council of India for reporting communal issues. If it becomes necessary, orders may be passed against them in this matter under section 144 of the Code of Criminal Procedure or any special legislation available as a last resort. All relevant material and its effects should be kept ready to face the challenge to such actions in courts. Freedom of press (expression), a right guaranteed under the Constitution should be respected. But the restrictions, if any imposed on such right should be implemented. It should be borne in mind that flow of proper information to the public through press may also bring down tensions and help in restoring normalcy. All Police Officers should assess the situation in its entirety and make proper use of the media to restore peace and confidence.

Police action during industrial unrest

737. The following orders should be followed by the police on the occurrence of trouble among the workers during strikes or wide spread unrest.

1. Problems in the organised labour are due to economic causes or due to unresolved disputes between management and labourers or sometimes due to vested interests of trade unions. When a strike or a situation that disturbs peace actually recurs, the duty of the police is only to preserve peace and not to interfere in or arbitrate on the issues involved. There are several departments under various laws to deal with such disputes. Police are concerned only in prevention of violent activities and destruction of properties. They should however; activate the labour and individual department officials to initiate measures for solution if they feel that clashes or undesirable activity may result if the solution is not found.

2. As in all other law and order situations, timely information on the industries, the subsisting disputes, potential for law and order problems arising, the likely trouble makers, the nature of violence that may be caused should be gathered by the L&O police.

3. In particular, it is the duty of the police (a) to prevent breaches of the peace, (b) to secure the safety of property, (c) to secure the safety of general public, (d) to deal with and investigate cognizable cases, and (e) to obtain information on the points referred to in sub-order (6) below.

4. The SHO shall inform the Inspector, SDPO / ACP and the SP / DCP at the earliest possible indication of a strike and intimation immediately on its occurrence. The report should contain details of the number of persons affected, the issues involved in the strike and the extent of disorder anticipated. Should the police force of the area be insufficient to cope with the situation, the SP / DCP should requisition additional strength from neighbouring Sub-Divisions or, if necessary and urgent, from the Reserve Police. The general instructions given in Order 734 also apply to breaches of the peace caused or likely to be caused by industrial unrest.

5. It is to be remembered that peaceful picketing to prevent non-strikers from attending or resuming work by persuasion, as distinct from force or intimidation, or wrongful restraint is not an offence and does not call for police interference, but only watchfulness and regulation.

6. Information on the following points should be gathered;

   A. the names of any instigators or the more militant among them of the strike not directly interested in its avowed economic objects.

   B. the extent to which such instigation is responsible for the strike.

   C. communication and concerted action with the leaders of other unions and strikes.

   D. the direct and indirect causes of strikes that may be avowedly political.

   E. the existence of literature inciting to strike.

   F. the probable local political effects of the strike.

   G. the numbers of strikers and the classes to which they belong;

   H. the money and resources available and the source there of and

   I. the percentage of workers likely to participate in the strike.

7. The most commonly adopted forms of protest are :

   A. Demonstrations, generally lunch hour by raising slogans

   B. Picketing or relay fasts, or mass fasts near the gate of the establishment

   C. Wearing black badges

   D. Work to rule

   E. Mass casual leave

   F. Gherao and obstruction of Managers

8. Out of all these Gherao and obstruction only constitute an offence. The basic factor to be remembered is whether any of these assume a violent or abusive form calling for police intervention. The area police should make arrangements to cover demonstrations, hartals etc. so that they can intervene effectively. When information about the Gherao is received the police must rush to the place so that the person restrained is set free.

9. The co-operation of the labour leaders and responsible workers is very vital in eliminating violence.

10. In the event of railway strikes the scheme drawn up should be implemented.

11. In dealing with violent situations inside a factory, particularly containing sophisticated machinery or chemical substances the help of the officers should be secured.

12. The industrial security personnel, or others posted for security would be in the best position to provide necessary assistance to the police in dealing with the situation. Close liaison should therefore, be maintained with them.

13. Destruction of public property or physical harm to persons, violent street demonstrations in the factory or outside should be dealt with in accordance with law, with speed and expedition.

14. The police must be aware of the right to protest to seek solution of labour problems in accordance with laid down laws and keep themselves fully informed of the situation in their area so as to act in time wherever violence is likely.

Measures to deal with factions in villages

738-1. The frequent occurrence of factious rioting in certain areas of the state is a definite indication of the challenges, which the police has to face in controlling factious crime effectively. Attention should be paid to factious villages and all steps appropriate should be taken to prevent factious crimes. Impartiality, integrity, promptness and firmness are the most essential qualities required of a police officer in dealing with factions and investigation of factious cases.

2. When a faction comes to notice for the first time, efforts should be made to nip it in the bud. Conciliatory methods may be successful at times. If the faction persists, there should be no hesitation in setting the relevant law in motion. All officers from the SP downwards should visit factious villages and send a message to the factionist that the police would mean business in dealing with any disturbance or crime and follow up with necessary measures. The factious villages shall be covered effectively during day by beat area police officers. Informants should be cultivated and information network built up. Arrests u/s 151 Cr.PC. should be made where necessary.

3. Even a minor incident resulting from a faction should not be ignored. Section 160 IPC and sections 106 and 107 of Cr. PC shall be used. In all cases under section 107 of the Code the Magistrate should be requested to take interim bonds from the parties. In some cases, it may be necessary to take action under clauses (e) and (f) of section 110 of Cr.PC against important faction leaders and rowdies. In cases of factious riotings and affray, the Magistrate should be requested to bind over the parties under section 106 of Cr.PC, in the event of a conviction. (Refer Chapter on Security Proceedings). In 106, 107 or 110 Cr.PC cases a person who is capable of ensuring good conduct should be insisted as surety. If police officers furnish all background material on the sureties it will enable the Magistrate to decide whether to accept the surety or not and jail the persons if sureties are not to his satisfaction.

4. Even after the parties to a faction have been bound over under section 106 or section 107 of Cr. PC, there should be no relaxation of vigilance in regard to that faction, as instances are not wanting in which even after action has been taken under the security sections of the Code of Criminal Procedure, factious parties have committed overt acts and indulged in sudden outbursts of violence. Every such incident, however small including the attempts should be taken cognizance of. The offenders should not only be charged for the

specific offence but also action taken for forfeiture of their bonds. If, in spite of all these measures, factionists continue to be active, the Superintendent of Police should have no hesitation to come up with proposals for quartering additional Police in the area.

5. All incidents arising out of a faction should be recorded in the general diary forthwith. An exhaustive note about the faction and its leaders and members with their antecedents, as well as information collected from time to time by Constables of the beat should be made in Part IV of the concerned Station Crime History by the SHO. Rowdy sheets should also be opened for those who are persistent factionists.

Investigation of Factious riotings and murder

739-1. In a factious rioting, the police should not be content with mere laying charge sheets against both the contending parties, making the prosecution witnesses in one case the accused in the other and *vice versa*. The IOs should not and put forward their versions to the court without any attempt at finding out the truth. If complaints of the offence of rioting containing two divergent versions are given by the parties, it is the duty of the investigating officer to find out the aggressor which case is true and lay charge sheet accordingly. The easier course of referring both the case and the counter-case as undetectable should not be adopted. An impartial, efficient, painstaking and scientific investigation should disclose the true facts of any occurrence as to who is the aggressor and who is the defendant. The laying of charge sheets in both the case and the counter-case should be resorted to only in cases of free fight. Factious riotings or murders are often result of meticulous planning and if the Investigating officers thoroughly go back into events prior to occurrence and after the offence, the main organisers will not be able to escape the penal consequences of their actions. The three aspects of Intention, Preparation and Commission have to be brought out.

2. When a group takes law into its hands with a view to impose its will or programme upon those opposed to it, the latter have a right conferred upon them to act in defence of their lives and properties. Whenever, trouble occurs or anticipated between two parties, the police should distinguish between the aggressor and the victim for the purpose of action under preventive or specific sections of law. Where one party has been forced to act in self-defence, only the aggressive party should ordinarily be proceeded against. This calls for professionalism, impartiality and integrity of high order.

Otherwise, the aggressor is more than satisfied on the plea that the aggrieved is also charged along with him. The real perpetrators, planners and those behind the factious riotings should not be allowed to go scot-free by merely charge sheeting those under links or henchmen. Cell phone evidence u/s 65 B Evidence Act, is extremely useful to fix up the main accused behind the scene.

Dispersal of Mobs

740-1. The instructions for the dispersal of mobs and for use of fire arms are contained in the Police Drill Manual, besides legal provisions under section 129 to 132 Cr.P.C. District, City Armed Reserves and Civil Police shall constantly practise these instructions. An unlawful assembly may be ordered to disperse by a Magistrate or officer-in-charge of a Police Station and when so ordered, it is the duty of the members of the unlawful assembly to disperse. If they do not, force may be used to disperse them. Any Police Officer may without warrant arrest the members of an unlawful assembly after declaring the same as unlawful Assembly u/s 129 Cr.PC. Entries in General Diary and Case diary have to be made and thus disperse the assembly. The following points have to be borne in mind.

A. The Police must secure the presence of an Executive Magistrate as far as possible where a breach of the peace necessitating the use of force is anticipated. The Executive Magistrate on information or requisition by police should be present at the spot.

B. When a Magistrate is present at the spot he should be in complete charge of the situation. He has the necessary legal powers to order any Police Officer to assist him in handling the situation.

C. The senior most Police Officer present is bound to assist the Magistrate by mobilizing the available Police Force and utilizing them as best as possible.

D. If the crowd becomes defiant and the use of teargas, lathi charge or both are inexpedient or fail in their purpose, use of firearms may be resorted to. The Magistrate is responsible for taking a decision as to when an unlawful assembly has to be dispersed by force and also the kind of force to be used.

E. After such a decision is taken, the officer-in-charge of the Police is solely responsible for deciding the exact amount of force to be used, the manner of using it and the settling of the details of the operations

connected with the use of force, all the time keeping in mind the principle that minimum force that is necessary to disperse the mob should be used.

F. When a Police party is formed for dispersing an unlawful assembly, it should be numbered and split off into two or more sections, if the size of the party and the time available admit of it. Each section should be under the charge of an officer.

G. All commands to the Police are to be given by the Officer in command of the party. The Police are not on any account to open fire except by word of command of their Officer, who has to exercise an extreme caution and discretion regarding the extent and the line of fire.

H. As soon as it becomes necessary to resort to the use of fire arms with reference to clause (D) above, the officer in command of the party will bring the men to the loading position and give the order to load the ammunition. This will prevent panic in loading at the last movement when actual fire order is given.

I. Officers Commanding Police parties will, on every occasion when employed in the suppression of a riot or enforcement of law, ensure that the fullest warning is, if feasible, given to the mob in a clear and distinct manner before any order is given to use tear gas or lathies or fire arms. They will use the most effectual means to explain before hand to them that in the event of the Police party being forced to open fire, the fire will be effective and on the target. Whenever firing is resorted to, directions and warnings to the mobs should be announced through loudspeakers. Police vehicles should be equipped with loudspeakers and where such arrangements cannot be made hand megaphones should be kept ready for announcement.

J. Even after being warned, if the mob does not disperse, the order to fire may be given. If the officer in command of the party is of the opinion that it will suffice if orders to only one or two files be given, he may accordingly order specifying the files that are to open fire. If, however, he considers that it will be insufficient, he will give the word of command to one or more sections to open fire. The fire order of each section will be given, by the regular word of command by the officer-in-charge of the party. Firing should be well controlled and officers ordering firing should always indicate the number of rounds that should be fired at any particular time.

K. Where the situation warrants firing over the heads of the crowd and where it is considered likely to be effective in dispersing the violent mob, such firing should be resorted to only with blank ammunition. Other policemen should be kept ready with rifles loaded with live ammunition so that if the use of blank ammunition fails, the Police would not be taken by surprise or overwhelmed. Firing with live ammunition should be directed against the most threatening part of the crowd, the aim being kept low *(below the knee)*. Firing should cease the moment it is no longer necessary.

L. Files or sections ordered to fire shall unload immediately after firing without further word of command until the order to cease firing is made finally.

M. Firing should be ceased the moment the rioters show signs of dispersing and all help should immediately be rendered to tend or convey the wounded to the hospital.

N. An Armed Force should never be brought so close to a large and dangerous mob as to risk its being overwhelmed by numbers or being forced into action resulting in infliction of heavy casualties. Firing should be carried out from a distance sufficient to obviate the risk of being rushed on and to enable strict fire control.

O. A Police Officer below the rank of Station House Officer has no power to disperse such an assembly himself, but he may arrest any person without warrant for being a member of an unlawful assembly. He may also use the right of private defence as mentioned in order 740-3.

2-A. In any situation where the Police are compelled to deal with unlawful assemblies in different places of the same Village or Town, it would be necessary to secure, as far as possible, the presence of a Magistrate before resorting to the use of fire arms for dispersing any or all of such assemblies.

B. Riot flags and display banners should be taken when District Reserves are called out in apprehension of disturbances and before firing or any other means of dispersal is resorted to, they should be hoisted in front of the mob in a manner so as to enable, that what is written on them is clearly visible and can be read or clearly understood by the mob.

C. The Police used for dispersing mobs should wear the prescribed uniforms and steel helmets. The teargas section and the armed party protecting the teargas section should wear anti gas respirators.

D. In dealing with unarmed crowds, the District Reserve and Civil Policemen should be used in preference to the special units like the Andhra Pradesh Special Police or Central Para-Military Forces.

E. Superintendents of Police should ensure that Sub-Divisional Police Officers and Station House Officers organise demonstrations, of mob dispersal by the District Special Reserve from time to time during their visits to the District Headquarters. Such demonstrations should invariably be given when meetings of Inspectors are held.

[Govt Memo No. 571/ Genl-A/66-8, G.A. (Genl.A) Department, dated 16-09-1966] [No 4669/62/66] (VI List – 31-12-1969)

Right of Private defence :

740-3. In the matter of dispersal of unlawful assembly the right of private defence can be exercised to protect the life and property of public or to protect themselves. This right can be exercised by using force as much as is necessary and as long as it is necessary. This right extends even to the causing of death in certain cases as laid down in section 100 IPC as against body and in section 103 IPC as against property. The police should exercise this right cautiously. Any amount of exceeding the right may make them liable for penal action as per law. Therefore, the police officers must make a judicious use of this right, only in dire need to save the life and property, when occasion arises as shown in sections 100 and 103 IPC.

Enrollment and employment of Special Police Officers :

741-1. When there is apprehension that there is likelihood of disturbance of peace, riot or formation of unlawful assemblies or when such unlawful assemblies already formed for provoking breach of peace and when it is felt that the existing ordinary police is insufficient to meet the situation, special police officers can be appointed for such time and in such manner as deems necessary for the protection of life and property of the inhabitants.

2. Under section 16 of the A.P. (Andhra Area) District Police Act 1859, a police officer not below the rank of inspector may apply to the nearest Executive Magistrate to appoint as many persons as necessary, as Special Police Officers from the public or residents of neighbourhood as such police officer may be required and it shall be the duty of such magistrate at once to comply with such application. When once appointed, such Special Police Officer shall have the same powers, privileges, and protection and be liable for all such duties and penalties and be subordinate to the authorities as the ordinary officers of police and they shall receive a certificate of appointment as such.

3. The personnel of the auxiliary force (India) may be enrolled as special police officers subject to the condition that their duties as Special Police Officers shall not interfere with their obligation under the auxiliary force Act and rules.

4. Every SDPO shall maintain a list of residents suitable with good antecedents for such duty at each place in his Sub-Division in order that he may be able at any moment to give the Magistrate the necessary details to enable him to appoint without delay as many Special Police Officers as may be necessary. The lists should be updated every year. Those persons who have been in NCC, NSS, scouts and guides and employees in the government departments and other young persons of good antecedents would be the proper persons to be included in the list. The ex-servicemen are also useful for the purpose.

5 A list of all Special Police Officers thus appointed shall be displayed in the local police station. The place of muster, which need not necessarily be a police station, shall be attended at the time by an officer not lower in rank than a Sub-Inspector, who shall check the attendance of Special Police Officers and allot their duties in writing specifying the hours of duty and its nature.

6. The requirement of discipline for such Special Police Officers should be liberal and ordinarily the physical drill is not necessary. The form of compliments to seniors will not be a salute but a civilian method of greeting.

7. The periods of duty shall not be long and reliefs shall be frequent.

8. The work of Special Police Officers shall be supervised and checked and absence from duty noted by specially selected Special Police Officers to whose charge they are given.

9. The Special Police Officers whenever necessary, shall be strengthened and supported by regular police. They shall remain as separate bodies, and the duty of using any necessary force shall be performed by regular police.

10. Negligence or refusal to serve without sufficient excuse or disobedience to orders or directions makes him liable on conviction to a fine up to Rs.50/-

11. Every Special Police Officer injured while on duty, who is admitted into any government medical institution, whether in the City of Visakhapatnam / Vijayawada or in the district, will be entitled to free accommodation, food and treatment as appropriate to their status and calling. If any such officer who is so injured is admitted into any PHC or government Hospital, all charges,

which may be liveable from him under the rules of the institution, will be borne by the government.

12. If a motor vehicle belonging to a Special Police Officer or obtained on loan by him or any of his personal property is damaged or lost during its use by such officer on duty, the cost of such damage or the value of such vehicle, as the case may be, in so far as it is not covered by insurance or is not met by the insuring office, will be made good by the government, provided that the claim in respect of such cost or of such value is made promptly and through the Commissioner of Police, if in the City, or through the SP / SsRP under whom the Special Police Officer may be serving at the time, if in the Districts / Railway Districts.

13. The government will also award reasonable compensation for any injury or the loss of life to the Special Police Officer, if it is directly due to his service as such.

14. The compensation awarded under this provision shall, in cases not falling under 12 above, include the charges which may be incurred in connection with the medical treatment of the Special Police Officer by a private medical practitioner in any place where there is neither a government nor a Local Fund nor a Municipal Hospital. If, in a place where any such hospital exists, a private medical practitioner is employed, the charges aforesaid shall, unless the sanction of the government is obtained, be borne by the Special Police Officer himself.

Additional Police

742-1. In villages rampant with factions, where unreported crimes are on the increase, additional police may be quartered as a punitive measure under section 15 of the Police Act, 1861.

2. Sanction for such additional Police should be obtained from the government and formal proposals as to how the cost should be recovered should be submitted to the government later.

3. When the District Magistrate and the Superintendent of Police consider that additional police should be stationed in any area in the district, the SP will immediately submit proposals to the Zonal Inspector General/DIGP, through the District Magistrate furnishing information in Form 127. The District Magistrate will forward the proposals for additional Police with his remarks to the Zonal Inspector General/DIGP.

FORM - 127 **See Order No.742-3**

PROPOSALS FOR ADDITIONAL POLICE

1. Name of the Village or Villages where punitive Police is to be employed (together with the Names of hamlets, if any) :

2. (a) Name of the Police Station having jurisdiction over the village. :
   (b) Its strength
   (c) Its distance from the village and whether it is connected to the village by bus, road or rail. :

3. Name of the taluk to which the village belongs :

4. Names of other factious villages in the station limits :

5. Names of the nearest –
   (a) Railway Station and its distance from the village and whether it is connected by bus or road. :
   (b) Post Office and its distance from the village :
   (c) Telegraph Office and its distance from the village :

6. Location of the village with boundaries and its area and details of communication facilities.

7. (a) Total population of the village : Male Female Children
   (b) Predominant community in village : Male Female Children
   (c) Community-wise population : Male Female Children

8. (a) Revenue income of the village. :
   (b) Income of the Panchayat Board :
   (c) Kist paid by the leader of 'A' Party to the faction :
   (d) Total kist paid by the member of 'A' party to the faction. :
   (e) Kist paid by the leader of 'B' Party to the faction :
   (f) Total kisti paid by the member of 'B' party to the faction. :

9. (a) Name of the village surpanch. :
   (b) Names of factious leaders with cell phone numbers :
   (c) Whether the village Revenue officer or surpanch of the Village belongs to any of the parties. :

10. (a) No. of factious in each of the parties… :
(b) List of persons actually involved in the faction, members of each party being listed separately. :

S.No.	Name, Father's name, Age and caste.	Village	Occupation	List of Property owned	Kist paid
(1)	(2)	(3)	(4)	(5)	(6)

11. Crime complicity of each of the factionists, members of each party being grouped together.

S.No.	Name, Father's nam age and caste.	Crime No.	Section of law	Result of the case
(1)	(2)	(3)	(4)	(5)

12. Village-wise crime statistic of the Police Station having jurisdiction over the factious village. :

13. Whether a suitable building is available for the location of the punitive outpost; if so, the nature of the building; if a private building, its rent. :
:

14. (a) Strength of additional police and the period for which recommended. :
:] Recurring Rs.
(b) Cost of the additional police proposed.. :] Non-recurring Rs.

15. Whether a police party has already been stationed in the village to prevent a breach of the peace. :
:

16. No. of incidents – grave and others – in recent times. :

17. Remarks of the District Magistrate :

18. Remarks of the Range Deputy Inspector General of Police.

* This should also include the rent of Outpost building, contingent premises.

4. On receipt of the proposals, the Zonal Inspector-General/DIGP will, if necessary, visit the area in question in order to satisfy himself that the conduct of the inhabitants of the area justifies the imposition of additional Police. If he is satisfied that additional police are necessary, he will endorse the proposals received from the district authorities and forward to the DGP.

5. On receipt of the proposals from the Zonal Inspector-General/DIGP, the DGP will move the Government for the imposition of additional police and, if they agree, request them to issue a notification in the Government Gazette.

6. As soon as the notification is published in the Government Gazette, the Superintendent of Police will draft the force of the strength mentioned in the notification to the area, from the district police strength.

7. While officiating promotions may be made in the vacancies caused by the deputation of SIs and HCs as per procedure as part of the additional force, constables should be recruited only if the vacancies are likely to last for more than six months.

8. Soon after the notification in the Gazette, the District Magistrate will submit proposals to the Government through the Zonal IG/DIGP and DGP as to manner of recovery stating clearly the financial condition of the inhabitants of the area from whom the cost is proposed to be recovered and the manner of distribution of cost amongst them. If it is considered desirable that any of the residents should be exempted from the contribution, the reasons should be clearly stated.

9. The cost of additional police will, with the sanction of the government, be recovered by the District Magistrate, or any other authority authorized for this purpose by the government, from the inhabitants of the area but any resident, residents or class of residents of the area may be exempted from contributing to the cost of the force, if they can prove to the satisfaction of the District Magistrate that they were in no way responsible for the condition that rendered the imposition of the additional police necessary.

10. Additional police are stationed as a punitive measure and the cost of the force is a collective fine on the inhabitants of the area and hence it should be stationed soon after the commencement of the conditions that render them necessary.

11. Whenever it is considered desirable to extend the period by which additional police have been imposed, a report, specifying the reasons for retention of the force and the further period for which the force should be retained, will be submitted by the SP to the DGP through the District Magistrate and

Zonal IG/DIGP at least two months before the term for which it was originally imposed expired. Before submitting the proposals it must be ensured that the dues till the date are collected / recovered. Additional police may not, without the sanction of the government, be retained beyond the term for which they were originally imposed.

12. On the expiry of the period for which the additional police has been sanctioned to any area, the force will be withdrawn and officiating promotions if any made in the vacancies terminated.

13. Additional police will be controlled by the SHO concerned. If there is no Police Outpost already in the area, the Station House Officer will hire a suitable building for the force, the rent being recovered from the inhabitants of the area as an item of the cost of the force.

14. The duties to be performed by additional police are (a) to patrol the affected area and (b) to restrain the inhabitants of the area from committing excesses (c) any other duties prescribed by the SP. The Station House Officer is responsible for ensuring compliance of the duties.

Note: Additional police cannot be imposed on any area included in the limits of the City Police.

Campus Violence.

743-1 The breaches of peace occasioned by students' violence both in and out of the campus requires special attention of the police. There are many reasons and occasions when violence breaks out. These may be broadly classified as internal and external. Internal causes relate to purely problems of students relating to fees, mess facilities, curriculum, examinations, copying, ill treatment by authorities, scholarships, group rivalries, student elections, ragging, misconduct of staff members or assault by outsiders on a student, teacher etc. Some problems may be genuine, some may not be.

2. The external causes relate to political, social or other causes in which students or groups of them involve themselves either within the campus or outside. Like all other situations, information collection is the most important duty of police and an essential requirement. The SHO by personal contacts with students and teachers should keep himself abreast of the affairs involving the groups in the colleges or Universities in his jurisdiction. The guidelines for dealing with students' violence or incidents are given below:

A. Keep the Head of the Institution informed of visits to the campus as far as possible. Only in an emergency where a violent incident has occurred or about to take place and where it is not possible to inform, the police may rush to the spot making arrangements for information to the Head of the Institution or other responsible person of the Institution.

B. Do not express opinion as to the right or wrong of the cause or person, but only act according to law.

C. Conduct parlays with rival groups to avoid imminent clash if possible.

D. Take assistance of student leaders or neutral teachers to persuade against violence.

E. Make prompt arrest if a serious incident like grievous hurt or homicide has taken place.

F. While proceeding to deal with an outbreak of violence, strong police force must be taken. All policemen should be doubly briefed on restraint and conduct.

G. Use of force should be avoided as far as possible, unless there is no other way to stop further violence.

H. While making arrests avoid doing so in the full view of the students, unless it is in the course of dealing with an unlawful assembly.

I. Assist University/College authorities in ensuring that only genuine and legitimate inmates stay in hostels. Universities and College authorities should be prevailed by higher police officers in this regard.

J. Collect full and accurate information regarding gangsterism, eve-teasing or assaults on teachers and act as per relevant law.

K. Do not act on hearsay or on unverified information.

L. Take all steps as in any other case for investigation of an offence occurring in the campus or hostels.

M. Assist the University/College authorities for keeping order during examinations or other activities.

N. Visit the campus during normal times so that it becomes easier to handle situations when they occur.

O. Always remember that the students, being young and emotional are prone to flash actions impulsive and hasty acts. Handling of situations should be done with proper understanding of the issues/situation.

P. Where group clashes are likely there should be no hesitation to initiate action under section 107 Cr. PC and to obtain bonds.

Ragging :

744.1 The menace of ragging in the name of introduction and familiarization of newly entrant fresh students, by senior students of the educational institutions has, off late, taken an ugly turn of serious concern. This practice of ragging is more prevalent in the medical, engineering and business management college/institutes. In a few cases, the victim students have taken the extreme step of committing suicide. To prohibit this bad practice of ragging within or outside any educational institution, the state government has enacted the A.P. Prohibition of Ragging Act, 1997. The 'ragging' according to this Act means doing an act, which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student. The act includes words either spoken or written or signs or sounds or gestures or visible representations. The 'student' means person who is admitted to an educational institution and whose name is lawfully borne on the attendance register thereof. As per the Act 'Educational Institution' means and includes a college or other institution by whatever name called, carrying on the activity of imparting education therein (either exclusively or among other activities) and includes an orphanage or boarding home or hostel or a tutorial institution or any other premises attached thereto. The Act prohibits ragging within or outside any educational institution.

2. Penalty for ragging is provided under Section 4 of the Act, which says that whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby—

A. teases or embarrasses or humiliates a student shall be punished with imprisonment for term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

B. assaults or uses criminal force to criminally intimidate a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

C. wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

D. causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or

E. causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

3. A student convicted of an offence under Section-4 of the Act and punished with imprisonment for a term shall be dismissed from the educational institution. A student convicted of an offence under section 4 of the Act and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution as per the Section-5 of the Act.

4. Whenever any student complains of ragging to head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the complaint forthwith and if the complaint is prima-facie found true, shall suspend the student or students complained against, for such period as may be deemed necessary under Section-6(1) of the Act. The decision of the head or manager of the educational institution in this regard shall be final.

5. If the head or the manager of an educational institution fails or neglects to take action in the manner specified in Section-6(1) of the Act, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence. If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

6. The provisions of this Act shall be in addition to and not derogatory of any law for the time being in force.

Duties of Police:

7. The police officers have to play an important and active role in curbing this social menace as specified below:

A. All Ss.P. / Cs.P. should instruct their subordinates before the commencement of the academic session to contact Heads of the educational institutions and enlighten them on the provisions of the AP Prohibition of Ragging Act, 1997. Head of educational institution should also be advised to give wide publicity about the Act among students.

B. University and College hostels should be visited especially in the nights and in the beginning of the academic session along with the wardens and university/college staff. If necessary ' complaint box' may be kept in the hostels.

C. They should make efforts to collect intelligence or deploy men in plain clothes at the beginning of academic year besides keeping vigilance over senior students and also request the management to

take preventive action besides involving the non-government organizations.

D. They should ensure that the management and Police take immediate action for suspension of the students and registration of cases and arrest such students to create a sense of security among new entrants.

E. *Suo-moto* action should be initiated where the institutions or the targeted victims do not come forward to lodge a complaint for fear of reprisal.

F. Community contact committees assistance should also be solicited in this matter.

8. Ragging is prohibited within or outside of any Educational Institution in the State. It is punishable under AP Prohibition of Ragging Act, 1997 (AP Act, 26 of 1997) u/s 4, 5 of the Act, that empowered discharge of student from the Educational Institution on being connected and shall not be admitted in any other Educational Institution if punished for imprisonment of more than 6 months and debarred from seeking any admission in any college/University located in AP (Rule No. 5 of AP Prevention of Ragging Rules 2002).

9. As per AP Prohibition of Ragging in all Education Institution rules 2002 (G.O. Ms No. 67, Higher Education (EC) dated: 31.08.2002), Review committee is constituted with Collector as Chairman , SP as Vice Chairman, RDO, SDPO / ACP and college principals as members , who have to meet twice before the academic session and twice during the academic session.

10.

Penalty for ragging u/s 4 of AP Prohibition of Ragging Act, 1997	Punishment
For teasing or embarrassing or humiliating a student.	Imprisonment up to six months or with fine up to Rs.1000/- or both.
For assaulting or using criminal force or criminally intimidating a student	Imprisonment up to 1 year with a fine Rs.2000/- or both.
For wrongfully restraining or causing hurt to student	Imprisonment up to 2 years or with fine up to Rs. 5000/- for both.
For causing grievous hurt to or kidnapping, raping or committing unlawful offence with a student.	Imprisonment up to 5 years and with a fine Rs.10,000/-
For causing death or abetting suicide	Imprisonment for life or up to 10 years and with a fine which may extended to Rs. 50,000/-

744-11 The Hon'ble, Supreme Court of India in *SLP (Civil) No. 24295 /2004 in University of Kerala Vs Council, Principals, Colleges, Kerala & others* have formulated the nine Principles. (called Dr. Raghavendra committee recommendations)

a. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

b. Every single incident of ragging where the victim or his parent/ guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.

c. Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discourage but also to be dealt with sternness.

d. In addition, the Supreme Court directed that the possibility of introducing in the educational curriculum a subject relating to ragging shall be explored by the National Council of Educational Research and Training (NCERT) and the respective State Council of Educational Research and Training (SCERT). This aspect can be included in the teaching of the subjects "Human Rights".

e. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.

f. The Central Government and the State Governments shall launch a programme giving wide publicity to the menace of ragging and the consequences which follow in case any student is detected to have been involved in ragging.

g. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure,

action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments.

h. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.

i. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

Mandatory Provisions enunciated by AP High Court :

744-12. The AP High Court in WP No. 23345/2005 of dt: 02.12.2005 also prescribed certain guidelines for prevention of ragging in Educational institutions communicated vide Circulation Memo No. 4276/EC/A2/2006-1 dt: 20.03.2006 of Govt. of AP Higher Education (EC) Dept.

a. That every educational institution should notify the disadvantages of ragging and also the consequences thereof and the punishments for violation of the same in their prospects for admission.

b. That as soon as the admissions of the fresher's have started all the educational institutions must see that the students are made aware of the disadvantages of the ragging, either by conducting classes or by way of lectures by the concerned teachers of the institution at least for a group of students as indentified, allotting one class in each week /month, for bringing to the notice of the students about the disadvantages of the ragging.

c. All the communications of the media like the televisions, news papers, open circulars, suitable posters at colleges and hostel premises etc., by the principals / head of the institution and that public address system should be utilized to bring to the notice of the students that ragging is a serious offence and wide publicity should be given mostly in the places where educational institutions are situated and at the traffic junctions through the public address system, at least, at specified hours.

Strict surveillance should be maintained in such locations for prevention of ragging.

d. The educational institutions, who are able to afford, can also utilize the channels of the media to give adequate publicity to the negative aspects of ragging and also narrating the past incidents of suicides, so that public awareness and aversion can be built up against ragging, as once life is lost, it is lost for forever, in view of the fact that the agony of the parents cannot be explained in words as they would be sending their children with a hope that their children would come out of the portals of educational institutions with good education in near future:

e. As the matter relates to the students at large, the authorities i.e District Collector and the Police Department should co-operate with the educational institutions to bring awareness amongst the students community by arranging group meeting between the students of certain institution at specified time and at specified places in the same college campus about the 'disadvantages of the ragging'', so that the students, if any , have any idea of indulging in to ragging, would definitely change their minds.

f. Whenever, any student complains of ragging to the head of the educational institution, such head shall enquire in to the same forthwith and if complaint is found to be true, shall take serious action against such doer of the Act.

g. The head of the institution shall constitute anti ragging squads involving teachers and students to prevent ragging and keep continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.

h. The Principal / Head of the institution shall obtain an under taking in writing from the students at the time of admission, that they shall not resort to ragging inside or outside the institution.

i. As soon as fresh admissions are over, Principal / Head of the institution should see that there should be an assembly of the students of all classes including the freshers and seniors, wherein the lecturers should take part with regard to the interaction amongst them and also lecturers, staff and the students should be requested to take oath that they will not resort to ragging and they will move friendly with all the freshers and juniors and if that is done, the students community at large would definitely understand the disadvantages of ragging.

j. At the commencement of the academic sessions, the review committee headed by the District Collector and the Superintendent of Police of the concerned Districts / DCPs /CP should ensure that there is an interaction with the students at large periodically, may be twice in a month, till the students i.e fresher's are settled down in their colleges so that the act of ragging comes down and the fresher's feel confident and secure in their college campus.

k. The Universities and the institutions shall, at a reasonable time before the commencement of an academic year, and at frequent intervals, deliberate over and devise such positive and constructive activities to be arranged by involving the students generally so that the seniors and juniors, and the existing students and the fresher's, interact with the each other in a healthy atmosphere and develop a friendly relationship so as to behave like members of family in an institution.

l. To stop the ragging, awareness should be brought amongst the students, teachers and parents that ragging is a reprehensible act which does no good to any one and by simultaneously generating an atmosphere of discipline by a clear message that no act of ragging shall go unnoticed and unpunished.

m. In view of the above guidelines, the SHOs, CIs and SDPO/ACsP are mandated to follow them in letter and spirit, be in constant touch with Principals Wardens Registrars and Vice-Chancellors of the concerned colleges, hostels and universities and take stringent legal action of any violations of AP Prohibition of Ragging Act, 1997.

n. The SsP/DCsP/CsP/ have to necessarily conduct the review meetings twice before the commencement of academic session and twice during the academic session in addition to launching a concerted Anti-ragging awareness campaign in all the colleges, universities in their limits. This work should be reflected in the monthly report of the SDPOs, SsP/ DCsP /CsP, Addl. CsP (L&O) who have to monitor progress of the Anti-ragging drive.

PSO 744-13

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Immoral Traffic (Prevention) Act, 1956 – Appointment of Special Police Officers – Assistance by Police Subordinate Officers sub section (1) and (3) of Section 13 of the Act – Notification – Issued.

Home (Pol.D) Department

Dated: 16-08-1991
Read the following:

G.O. Rt. No.475

1. G.O. Ms.No.543, Home (Pol.D) Dept., dt: 31.12.1979.
2. From the DG & IGP, Lr. No. 5/DOP/91, dated 11.2.1991.

***

O R D E R: The following notification shall be published in the Andhra Pradesh Gazette.

NOTIFICATION – I

Under Sub Section 1 of Section 13 of the Immoral Traffic (Prevention) Act, 1956, (Act 104 of 1956) and in supersession of the notification – I issued which G.O. Ms. No. 843, Home (Pol.D) Dept. dated : 31.12.1979 published at page 385 of Part – I of the Andhra Pradesh Gazette dated : 3.4.1980, the Governor of Andhra Pradesh hereby appoints the following Police Officers as Special Police Officer for dealing with the offences under the said act in their respective local jurisdiction within the State of Andhra Pradesh.

1) Assistant Commissioner of Police } In their respective
2) All Inspector of Police } jurisdiction.

NOTIFICATION – II

Under Sub Section 1 of Section 13 of the Immoral Traffic (Prevention) Act, 1956, (Act 104 of 1956) and in supersession of the Notification – II issued with G.O.Ms.No.844, Home (Pol.D) Dept., dated : 14 10 1979 and published at page No. 385 of Part – I of the Andhra Pradesh Gazetted dated : 3rd April, 1980, the Governor of Andhra Pradesh hereby appoints the following subordinate Police Officers to assist the special police officers appointed under sub section (1) of section 13 of the said Act for the efficient discharge of duties in relation to the offences committed under the said Act in their respective Jurisdiction.

1. All the Sub Inspectors including Women Sub Inspectors.
2. All Head Constables including Women Head Constables.
3. All Police Constables including Women Police Constables.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Sd/- Dr. K.A. NARAYANA SWAMY
Principal Secretary to Government

To
The Director of Printing Stationary, AP, Hyd.
The Director General and Inspector General of Police, AP, Hyd.
The Addl. Director General and Inspector General of Police, CID, Hyd.
The Special Inspector General of Police (Intelligence), Hyd.
Copy to Public Relation Officer, CM.

* * *

"A mother takes twenty years to make a man of her boy, and another woman makes a fool of him in twenty minutes." *— Robert Frost*

PSO 744-14

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Department for Women, Children, Disabled & Senior Citizens – Setting up Relief and Rehabilitation Fund for victims of atrocities – Consolidatedinstructions and modalities for providing relief to the victims of atrocities – Orders – Issued.

DEPT. FOR WOMEN, CHILDREN, DISABLED & SENIOR CITIZENS (WP).

G.O.Ms.No.28 Dated:13.06.2011.

Read the following:-

1. G.O.Ms.No.47, WD CW & DW (Prog) Dept., Dt:12-07-1999.
2. G.O.Ms.No.1, WD CW & DW (Prog) Dept., Dt:03-01-2003.
3. G.O.Ms.No.28, WD CW & DW (Prog) Dept., Dt:04-07-2003.
4. G.O.Ms.No.13, WD CW & DW (WP) Dept., Dt:21-04-2006.
5. From the Director, WD & CW, Lr.No.8405/B1/09, Dt:11-12-2009.
6. From Additional Director General-CID, Hyderabad,

D.O.Lr.C.No.5903/C-28/WPC/CID/2011, dt:13-05-2011.

* * *

ORDER :

In the G.O. 1st read above, a Relief and Rehabilitation Fund was set up for providing relief to the women who are victims of atrocities like Rape, Molestation, Kidnap, Dowry Harassment etc.

2. Vide G.O. 3rd read above, the scope of the scheme was widened and the procedure simplified.
3. Vide G.O. 4th read above, orders were issued enhancing the relief fund from Rs.5,000/- to Rs.10,000/- to the Children/Women who are rescued from Trafficking.
4. Government after due consideration hereby include crimes such asAcid attacks, causing grievous injury with other weapons such as hacking, slitting of throats etc. of Women and Girls, under the purview of the Relief and Rehabilitation Fund for victims of atrocities.
5. Further, with a view to ensure effective implementation of the Scheme, Government in supersession of the orders issued vide G.O's 1st, 3rd & 4th read above, hereby issue consolidated and comprehensive instructions for implementation of the scheme as follows:-

(i) Whenever any atrocity is brought to notice, either by individuals or Organizations or are reported in the media, the Child Development Project Officer (CDPO) concerned/Project Director (PD) / District

Women & Child Development Agency will record the case in a register immediately. The registration of the case shall immediately be done suo-moto or on the representation made to the CDPO/PD by the victim of the atrocity or her family members/ Social Worker/ any concerned citizen.

(ii) When the case is registered suo-moto, the CDPO having jurisdiction should report the matter to the Police Station having jurisdiction and file FIR. Whenever the family members/Social Worker/(s) take up the matter, they should simultaneously register the complaint with the Police Station and obtain FIR and a copy of such FIR should be handed over to the CDPO concerned.

(iii) The victim of the atrocities such as rape/custodial rape/gang rape should be advised to be referred for medical examination by the Civil Assistant Surgeon in-charge of Primary Health Centre or the nearest Government Hospital.

(iv) After medical report is received and the charge sheet is filed, the District Collector shall, after due scrutiny, accord sanction of Compensation / Relief to the victims as per the scale and up to the limits laid down in the Annexure to this order. On the basis of the sanction accorded by the District Collector, the CDPO of the area concerned will draw and disburse the amount from the Treasury in the shape of Demand Draft/ Pay Order.

(v). The P.D. W & C.W. have to mobilize legal aid/support from District Legal Service Authority wherever the victim requires such legal aid /support in accordance with the Sec.357-A Cr.PC or Cr.PC New Rules or Guidelines issued to this effect.

6. The expenditure in this regard shall be debited to "2235 SS & W 02 SW – MH – 103 Women Welfare GH.11-Normal State Plan (SH) 27 Financial Assistance to Women and Girls affected by cognizable offences under Criminal Procedure Code 310, Grant-in-aid 312 Other Grant-in aid."

7. This order is issued with the concurrence of Finance Department vide their U.O.No.741/65/Expd.WD/11, dt:27-05-2011.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF A.P.)

M.CHAYA RATAN,

SPECIAL CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

(to G.O.Ms.No.28, WCD & SC Dept., Dated:13.06.2011)

SL. No.	CATEGORY OF OFFENCE/ ATROCITY AND SECTION OF I.P.C.	PURPOSE/QUANTUM OF RELIEF
	1 Outraging the modesty of Women (Rape) as per Sec.375 & 376 of I.P.C.	(i) An amount of Rs.50,000/- to each case as follows:- (ii) 25% when FIR is registered along with the Medical Report. (iii) 25% after filing of charge-sheet. (iv) Balance 50% should be paid after completion of trial.
	2 Kidnapping and abduction of woman or child as per Sec. 360 & 361, 362, 363, 363-A, 365 or Procuration of Minor Girl U/s 366-A I.P.C.; selling minor for purpose of prostitution U/s 372 I.P.C.; buying minor for prostitution U/s 373 I.P.C.	Rs.20,000/- to each victim if she is alive. If not, to the head of the family or Legal Guardian as the case may be, provided such person is not an accused.
	3 Dowry Death (Section 304-B I.P.C.) or Dowry Murder Sec.302 I.P.C. r/w or Sec.3,4,5,6 of DP Act. Sec.306 I.P.C r/w with 498-A I.P.C.	1. Rs.50,000/- in case of Dowry death as follows:- (i) Rs.25,000/- to the parents towards legal expenses. 2. In addition the following Relief/Rehabilitation measures shall be taken:- (i) If the mother is left with children, they should all be admitted to the residential schools run by Welfare Departments with the permission of family head or Guardian. (ii) The facility of GCPS shall be extended to all the Girl children of the deceased, if they are eligible. (iii) In case they are not eligible for the scheme, Rs.25,000/- will be deposited in the name of the Child, in Local Nationalized Bank which the child will get after she reaches (20) years.

SL. No.	CATEGORY OF OFFENCE/ ATROCITY AND SECTION OF I.P.C.	PURPOSE/QUANTUM OF RELIEF
		(iv) The Government will take care of full cost of education of children upto (14) years. (v) Whenever any dowry death is recorded, if the husband is accused and a Government employee he should immediately be suspended from service, and strict action taken as per the Dowry Prohibition Act etc.
	4. Sexual assault (rape) of minor below 18 years, (or) Gang rape Sec.375 & 376 (2) (g) I.P.C. (or) Custodial rape Sec.376 (2) (b) or Sec.376-B I.P.C.	(i) A compensation of Rs.1,00,000/- to each victim as follows:- (ii) 25% when FIR is registered along with Medical Report. (iii) 25% after filing of charge-sheet. (iv) Balance 50% should be paid after completion of trial.
	5. Women and Children rescued from trafficking.	An amount of Rs.10,000/- to each individual per case or actual, which ever is lower, to be paid either by the Commissioner, WD & CW or the District Collector to the Children/Women who are rescued from trafficking for:- (i). Repatriation of victims rescued from brothels and other places of trafficking to their homes/ transit home/rescue home. (ii). Expenditure towards travel, clothing and other immediate necessities, urgent medical care, food and accommodation expenses. (iii). As per G.O.Ms.No.1, WD, CW & DW (Pro.) Department, dt.03-01-2003, the Dist .Collector and P.D. WD &CW will ensure all rehabilitation measures like, Economic Empowerment, Health, Education, Housing and Civic Amenities, Legal Assistance etc.,

SL. No.	CATEGORY OF OFFENCE/ ATROCITY AND SECTION OF I.P.C.	PURPOSE/QUANTUM OF RELIEF
		(iv) The Government will take care of full cost of education of children upto (14) years. (v) Whenever any dowry death is recorded, if the husband is accused and a Government employee he should immediately be suspended from service, and strict action taken as per the Dowry Prohibition Act etc.
	6 Women and Girl victims of Acid attacks Based on FIR & Medical Report.	(i). An amount of Rs.1,00,000/- to each victim as follows:- (ii). 50% when FIR is Registered along with Medical Report (and Free Treatment under Arogya Sree Policy). (iii). 25% after filing of charge sheet. (iv). Balance 25% should be paid after completion of trail.
	7 Women and Children who have been Hacked or Throat Slit, or grievously injured due to attack with a weapon etc.	(i). An amount of Rs.50,000/- to each victim as follows:- (ii). 50% when FIR is Registered along with Medical Report (and Free Treatment under Arogya Sree Policy). (iii). 25% after filing of charge sheet. (iv). Balance 25% should be paid after completion of trail.

Sd/-
M.CHAYA RATAN,
SPECIAL CHIEF SECRETARY TO GOVERNMENT.
Andhra Pradesh

PSO 744-15

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

The Andhra Pradesh Victim Compensation Scheme, 2015 under Section 357-A of the Code of Criminal Procedure – Notification – Orders - Issued.

HOME (COURTS-B) DEPARTMENT

G.O.Ms. No.43 Dated:15.04.2015.

Read the following:-
From the Additional Director General of Police, CID, Andhra Pradesh,
Lrs. C.No.4489 & 2712/C64/CID/2012, dated 14-05-2014 and 27-11-2014.

ORDER:

Whereas section 357-A was inserted in the Code of Criminal Procedure, 1973 by Act 5 of 2009 with effect from 31.12.2009 which provides for preparation of a scheme for providing funds for the purpose of compensation to the victim or his dependents who have suffered loss or injury as a result of the crime and who require rehabilitation.

Now, therefore, in exercise of the powers conferred by section 357-A of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974), the Government of Andhra Pradesh hereby frames the following scheme for providing funds for the purpose of compensation to the victims or their dependents who have suffered loss or injury as a result of the crime and who require rehabilitation, namely:-

1. ***Short title, extent and Commencement****:*—(1) This scheme may be called the Andhra Pradesh Victim Compensation Scheme, 2015.

(2) It shall extend to the whole State of Andhra Pradesh.

(3) It shall come into force on the date of its publication in the official

Gazette.

2. ***Definition***.—In this scheme, unless the context otherwise requires:-

(a) "Act" means the Code of Criminal Procedure, 1973 (Central Act No. 2 of 1974);

(b) "District Authority" and "State Authority" means the District Legal Services Authority and State Legal Services Authority as defined under the Legal Services Authorities Act, 1987(Central Act No 39 of 1987).

(c) "crime" means an illegal act of omission or commission or an offence committed against the human body of the victim;

(d) "dependents" means wife/husband, father, mother, unmarried daughter, minor children and includes other legal heir of the victim who, on providing sufficient proof, is found fully dependent on the victim by the District Legal Services Authority;

(e) "family" means parents, children and includes all blood relationsliving in the same household;

(f) "Fund" means the victim compensation fund established under clause

(g) "Schedule" means Schedule appended to this Scheme;

(h) "State" means State of Andhra Pradesh;

(i) "Victim" means as defined u/s 2 (wa) of Code of Criminal Procedure1973, including victim who is sexually exploited for commercial purposes, trafficking, sufferer of acid attack and also a dependent who is leading life on the income of the victim, and who require rehabilitation.

3. ***Victim Compensation Fund:- (V.C.F.)***

(1) The Government shall constitute a fund namely, Victim Compensation Fund (herein after called as **VCF**), under separate Head of Account and allot a separate budget/grant for the purpose of the scheme every year a sum equivalent to the expenses of the previous year or the probable expenditure requested by the State Legal services

(2) There shall be credited to the said Fund:

i) budgetary allocation made by the Government;

ii) all grants, subventions, donations and gifts made by the Central Government, State Government, any local authority or any body whether incorporated or not or any person;

iii) receipts of amount of fines imposed under section 357 Cr.PC and ordered to be deposited by the courts in the fund;

iv) amount of compensation recovered from the wrongdoer/accused under clause 13 of the scheme.

v) Donations / contributions from international / national / Philanthropist / Charitable institution / Organization and individuals.

vi) all other sums received by or on behalf of the victims compensation from any source what so ever.

(3) Except as otherwise directed by the State Government, all moneys credited to the Fund shall be invested in any scheduled bank or in the Treasury of the State Government.

(4) The Home Department shall be the Nodal Department for regulating, administering and monitoring this scheme.

(5) The State Legal Services Authority shall be accountable for its functions under the scheme and for furnishing the periodical returns of the sums distributed to them by the State Government through the Nodal Department.

(6) The Victim Compensation Fund shall be operated by the Member Secretary of the State Legal Services Authority or the Secretary of the District Legal Services Authority, as the case may be.

(7) The State Government may allocate such amount, as it think proper, out of Victim Compensation Fund, to constitute **Emergency Fund** to be operated by the concerned Commissioner of Police / District Superintendent of Police / Superintendent of Railway Police for providing quick and immediate Medical Assistance to the victim of serious injuries. Such fund shall be released on the report of the concerned Station House Officer.

(8) All the accounts maintained for the purposes relating to Victim Compensation Fund shall be audited every year in the month of April of that year and Audit reports shall be duly submitted to the Government.

4. Application of the Victim Compensation Fund:- The fund shall be Applied for carrying out the purposes of the scheme.

5. ***Eligibility for Compensation:—***

A victim shall be eligible for the grant of compensation if:-

(a) the offender is not traced or identified, but the victim is identified, andwhere no trial takes place, such victim may apply for grant of compensation under sub section (4) of section 357-A of the Act;

(b) the victim/claimant report the crime to the officer-in-charge of the police station or any senior police officer or Executive or Judicial Magistrate of the area within 48 hours of the occurrence.

(c) the offender is traced or identified, and where trial has taken place, the victim/claimant has co-operated with the police during the investigation and trial of the case;

(d) the victim/claimant shall co-operate with the police and prosecution during the investigation and trial of the case;

(e) The income of the family should not exceed Rs.4.5 lakh per annum

(f) The crime on account of which the compensation to be paid under this scheme should have been occurred within the Jurisdiction of the State of Andhra Pradesh.

6. ***Interim relief to acid attack victim:-***

(1) Not withstanding anything contained in this scheme, the state or the District Legal Services authority shall award the relief to the acid attack victims under sub-section (6) of section 357 (A) of the Act as the aftercase rehabilitation cost on the certificate of the officer in charge of the Police Station or the Magistrate of the area concerned, as mentioned in the schedule appended to this scheme.

(2) The above relief shall be subject to the provision of clause 5 as may be applicable and it shall be sanctioned, drawn and disbursed to the acid attack victims by the authorities specified in clause 7.

7. *Procedure for grant of compensation*. -

(1) Whenever a recommendation is made by the Court or on an application by any victim or his dependent under sub section (2) of section 357-A of the Act to the District Legal Service Authority, the District Legal Service Authority shall examine the case and verify the contents of the claim with regard to the loss or injury caused to the victim arising out of the reported criminal activity and the District Legal Services Authority may call for any other relevant information necessary in order to determine genuineness of the claims. After verifying the claim and on enquiry, shall award compensation within two months, in accordance with the provisions of the Scheme.

(2) While granting compensation under this Scheme an undertaking shall be obtained from the victim / claimant to the extent that in case of granting subsequent compensation by the Court under section 357 (3) of the Act or under any other law, the victim/claimant to remit the excess amount received as compensation under Sec. 357-A of the Act.

(3) The District Legal Service Authority shall decide the quantum of compensation to be awarded to the victim or his dependents on the basis of loss caused to the victim, medical expenses to be incurred on treatment, minimum sustenance amount required for rehabilitation including incidental charges such as funeral expenses etc. The compensation mayvary from case to case depending on facts of each case.

(4) The quantum of compensation to be awarded under the Scheme to the victim or his dependents shall not exceed the maximum limit as per the schedule appended to this Scheme and shall be disbursed to the victim or his dependents, as the case may be, from the VCF by the District Legal Services Authority in case of concerned Revenue District through a cheque with a copy to the Member Secretary, Andhra Pradesh State Legal Services Authority with a copy to the Jurisdictional Court with Crime Number, Name of the Police Station, Calendar Case / Preliminary Register Case /Sessions Case Number.

(5) Compensation received by the victim from the State / Insurance company or any other institution in relation to the crime in question, namely, insurance, ex-gratia and/or payment received under any other Act / G.O / or State-run Scheme including the compensation awarded by the State / National Human Rights Commissions or any Court / Commission shall be considered as part of the compensation amount under this scheme and if the eligible compensation amount is more than the payments received by the victim from collateral sources mentioned above, the balance amount shall be paid out of the Fund. In case of SCs & STs, the amount of compensation under this scheme is besides the compensation/benefits available to them under other Government schemes/orders.

(6) In fixing the quantum of compensation, regard must be had to the Minimum Wages Act, Fatal Accidents Act and the schedule to the Motor vehicle Act, 1988.

7) The cases covered under the Motor Vehicle Act, 1988 (Central Act No 59 of 1988) wherein compensation is to be awarded by the Motor Accident claims Tribunal, shall not be covered under the scheme.

(8) The State / District Legal Services Authority, to alleviate the suffering of the victim, may order for immediate first aid facility or medical benefits to be made available, free of cost, on the certificate of the police officer not below the rank of the Officer-in-charge of the police station or Magistrate of the area concerned, or any other interim relief as it may deem fit.

(9) The State / District Legal Services Authority shall take into consideration of the series of surgeries undergone / to be undergone by the victim of acid attack and shall award the actual medical expenditure incurred / to be incurred.

(10) The State/ District Legal Services Authority shall take into consideration of the interim compensation of the Emergency Fund that was awarded to the victim while passing the final award.

(11) The State/District Legal Service Authority shall not allow any participation or representation by a legal practitioner or any other person or Institution or Non-Governmental Organization on behalf of the Victim/Claimant.

(12) The State/ District Legal Services Authority shall take into consideration the trauma undergone by a victim of commercial sexual exploitation, trafficking (VOCSET) and the victim of the Acid attacks and the trauma undergone by a bonded labour / child labour in awarding compensation. The Authority shall take into consideration the aspects of rehabilitation, reintegration and restoration of the VOCSET

8. ***Order to be placed on record: -***

(a) Copy of the order of compensation passed under this Scheme shall be placed on record of the concerned Court to enable the court to pass an order of compensation under sub-section (3) of section 357 of the Act in the event of awarding compensation even before disposal of criminal case.

(b) Copy of order of compensation shall be placed on the record of the concerned court even after passing of final award.

(c) The State / Dist. Legal Services Authority shall maintain the record as well as the copies of the awards passed for the purpose of future verification and auditing and they shall maintain a separate copy of the awards in a bound book year wise.

9. ***Limitation: -***

(i) No claim made by the victim or his dependents under sub-section (4) of section 357-A of the Act shall be entertained after a period of twelve months of the crime:

Provided that the District Legal Services Authority, if satisfied, for the reasons to be recorded in writing, may condone the delay in filing the claim.

10. ***Appeal:***

(a) Any victim aggrieved of the denial of compensation / insufficiency of the award by the District Legal Services Authority may file an appeal before the State legal Services Authority within a period of ninety days from the date of award: Provided that the State Legal Services Authority, if satisfied, for the reasons to be recorded in writing, may condone the delay in filing the claim.

(b) The State Legal Services Authority shall dispose the appeal within a period of 90 days after the services of notices to the parties.

11. **Audit**: All the authorities receiving the funds under the scheme of VCF shall get the accounts audited every year in the April of that year and shall submit the audit report to the Govt and shall preserve the audit reports for future verification.

12. **Recovery of compensation awarded to the victim from Wrongdoer/ accused:**

(i) The District Legal Services Authority represented by its Secretary, if deem it proper, may institute proceedings before the competent court of law for recovery of the compensation granted to the victims or their dependents from the person responsible for causing loss or injury as a result of the crime committed by him.

(ii) In such event, the District Legal services Authority is exempted from paying any court fee which is otherwise payable as per the Andhra Pradesh Court Fees and Suits Valuation Act, 1956.

13. Recovery of compensation in case of Fraud:-

(a) In case the victim or his dependents have obtained an order sanctioning compensation under this scheme based on false/vexatious/fabricated complaint which is so held by the Court the compensation paid shall be recovered with 12% interest p.a.

(b) Such order/award shall be implemented by the District Collector as arrears of land revenue and the same be credited to the VCF account of the respective District Legal Services Authority.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF A.P.)

Dr. B. PRASADA RAO
PRINCIPAL SECRETARY TO GOVERNMENT
Sd/-
SECTION OFFICER

SCHEDULE

As per G.O.Ms. No. 132., Home (Courts-B), 6th December,2016 (Amendment G.O. to G.O.Ms. No. 43 Home (Courts-B) Dept. dt.15-04-2015

Sl.No.	Description of Injuries / Loss	Minimum Amount of compensation (As in CVCF of GoI)*
(1)	(2)	(3)
1	Acid Attack	Rs.3 lakhs
2.	Rape	Rs.3 lakhs
3.	Physical abuse of minor	Rs.2 lakhs
4.	Rehabilitation of victim of Human Trafficking	Rs. 1 lakh
5.	Sexual assault (Excluding rape)	Rs. 50,000/-
6.	Death	Rs. 2 lakhs
7.	Permanent Disability (80% or more)	Rs. 2 lakhs
8.	Partial Disability (40% to 80%)	Rs. 1 lakh
9.	Burns affecting greater than 25% of the body (excluding Acid Attack cases)	Rs.2 lakhs
10.	Loss of foetus	Rs. 50,000/-
11.	Loss of fertility	Rs.1.5 lakhs

Note : If the victim is less than 14 years of age, the compensation shall be increased by 50% over the amount specified above.

* As in Central Victim Compensaton Fund Scheme (CVCF) of Govt. of AP. (The G.O. is notified in AP Gazette extradionary No. 799 Amaravathi, Dec. 28, 2016)

ANURADHA RAJARATNAM ARCOT
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director General of Police,
AP, Vijayawada and others

ATTACKS AND SEXUAL EXPLOITATION FOR COMMERCIAL PURPOSES

S.No.	Nature of injury	Compensation (In Rs. Lakhs)
1.	Loss of Life	10.00
	The following expenses shall be payable in addition to compensation outlined above:	
	(i) Funeral expenses	Rs.10,000/-
	(ii) Medical Expenses- Actual expenses incurred before death or on account of injury supported by bills/vouchers but not exceeding	Rs.50,000/-

Dr. B. PRASADA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

- * -

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

Women Development Child Welfare and Disabled Welfare Department - **Appointment of Project Directors of District Women and Child Development Agency as Protection Officers** under Protection of Women from Domestic Violence Act, 2005 - Orders - Issued.

WOMEN DEVELOPMENT, CHILD WELFARE & DISABLED WELFARE (WP1) DEPARTMENT

G.O.Ms.No.22 Dt. 9-11-2006

ORDER :-

The following Notification shall be published in the extraordinary issue of the Andhra Pradesh Gazette, Dt. 10-11-2006.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of Section 8 of the Protection of Women from Domestic Violence Act, 2005 (Central Act No. 43 of 2005), the Government of Andhra Pradesh, hereby appoint the respective Project Directors of District Women and Child Development Agency as Protection officers of each district within their jurisdiction with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

VASUDHA MISHRA
SECRETARY TO GOVERNMENT

To
All Project Directors, District Women & Child Development
Agency through Director, Women Development and Child Welfare, Hyderabad
All Departments of Secretariat
All District Collectors, All Superintendents of Police

PSO 744-16

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

POLICE - Setting up of Anti Human Trafficking Units (AHTUs) in four districts of A.P. at Eluru (West Godavari Dist), Guntur (Guntur Dist), Anantapur (Anantapur Dist), Karimnagar (Karimnagar Dist) and at Women Protection Cell, CID, Hyderabad, for preventing and combating crime of trafficking in persons and to bring traffickers to justice and to rescue victims – Designating Addl. D.G.P., CID as AP State level AHT Nodal Officer to supervise the AHT work across the State and to co-ordinate intra-state and inter-state AHT operations – Orders – Issued.

HOME (PS & C.A2) DEPARTMENT

G.O.Ms.No. 165 Dated: 25th June, 2011

Read the following:

1. From Sri Gopal K.Pillai, Home Secretary, MHA, GOI, North Block, New Delhi vide D.O.Lr.No.15020/ 08/2007-ATC, dt.16.6.2010
2. Video Conference held on 17-03-2011 by Addl. Secretary MHA, New Delhi with all State Nodal Officers across the country to formulate a comprehensive scheme for formation of Anti- Human Trafficking Units by issuance of G.O. to start Anti-Human Trafficking Units.
3. Govt. Memo No.18875/PSC/A2/2010 dated: 30.6.2010.
4. From the DGP, AP, Hyd., Lr C.No.5012/C14/WPC/CID/2010 dated: 6.8.2010.
5. Govt. Memo No.18875/PSC/A2/2010, dated: 20.11.2010 of Home Dept
6. From the DGP, AP, Hyd., Lr C.No.5012/C14/WPC/CID/2010 dated: 10.04.2011.

ORDER :

The Secretary to Government of India, Ministry of Home Affairs, New Delhi, vide reference 1st read above, has requested the Chief Secretaries of all State Governments for formulating a comprehensive scheme for strengthening law enforcement in India, by setting up dedicated Anti Human Trafficking Units (with a strength of 1- Inspector, 2- SIs, 2-HCs, 2- PCs in each Unit) in certain affected police districts to prevent and combat trafficking in persons, comprising of a group of trained sensitive officials of the police department, with the assistance of members from Women and Child Welfare Department of the State and also the members of reputed local NGOs as and when required.

2. The Addl. Secretary (CS), MHA, New Delhi, vide reference 2nd read above, has recommended the State Government to formulate a Comprehensive Scheme through a Government Order to start Anti Human Trafficking Units at five (5) places in Andhra Pradesh for the current year i.e., at Eluru (West Godavari Dist), Guntur (Guntur Dist), Anantapur (Anantapur Dist), Karimnagar (Karimnagar Dist) and at Women Protection Cell, CID, Hyderabad. The Addl. Secretary, MHA, New Delhi also recommended for formulating victim compensation scheme as per Sec. 357-A Cr.P.C.

3. Accordingly, the Director General of Police, Andhra Pradesh, Hyderabad, vide reference 4th and 6th read above, has identified five places in A.P for setting up of dedicated Anti Human Trafficking Units to combat the traffickers of all hues, and to rescue victims.

4. The Government, after careful consideration of the proposal of the Director General of Police, Hyderabad, read with the said advice of the Government of India, MHA, New Delhi have decided to establish Anti Human Trafficking Units at the following places of Andhra Pradesh and to designate the Addl. DGP, CID, Hyderabad as AP State level Anti Human Trafficking (AHT) Nodal Officer :

   a) Eluru (West Godavari Dist)

   b) Guntur (Guntur Dist)

   c) Anantapur (Anantapur Dist)

   d) Karimnagar (Karimnagar Dist)

   e) Women Protection Cell, CID, Hyderabad.

5. Accordingly, the following notification will be published in the next Extra-Ordinary Issue of the Andhra Pradesh Gazette:

NOTIFICATION

A. The Government of Andhra Pradesh hereby notify the establishment of Anti Human Trafficking Units at the following places under the direct control and supervision of the respective Superintendents of Police who will review the progress of the work turned out by these units on a monthly basis and submit a report to the State Anti Human Trafficking (AHT) Nodal Officer.

   1) Eluru (West Godavari Dist)

   2) Guntur (Guntur Dist)

   3) Anantapur (Anantapur Dist)

   4) Karimnagar (Karimnagar Dist)

   5) Women Protection Cell, CID, Hyderabad under the control and supervision of Superintendent of Police, Women Protection Cell, CID.

B. And that the Addl. DGP, CID, AP, Hyderabad will be the State level Anti Human Trafficking Nodal Officer. He will supervise the Anti Human

Trafficking work across the State, co-ordinate intra-state and inter-state operations to bring traffickers of all hues to justice, to rescue victims and to take up measures for rehabilitation of victims in consultation with Women and Child Welfare Department and other Departments. The Government also notifies the respective Superintendents of Police of all the Districts in Andhra Pradesh and the Commissioners of Police of all Commissionerates duly designating them as Nodal Officers for Anti Human Trafficking in their respective Units.

C. The **charter of duties** to be performed by the Anti Human Trafficking Units (AHTUs) is listed below :

1. Dealing with offences of human trafficking (HT) and providing multi disciplinary approach and ensuring a joint response by all stakeholders.
2. Dealing with HT as an **'organized crime'** with **'basket of crimes concept'** (involving offences of wrongful restraint, wrongful confinement, selling and buying minors for the purpose of prostitution, begging, bonded labour, gang rape, subjecting women and children to commercial sexual exploitation etc). Ensuring application of all Acts such as Immoral Traffic Prevention Act-1956 (I.T.P.A), Criminal Procedure Code (Cr.P.C), Juvenile Justice (care and protection of children) Act-2000 (J.J Act), Bonded labour system (Abolition Act-1976) and relevant penal provisions of Indian Penal Code- (I.P.C) i.e., Sec.366-A, 366-B, 370, 371, 372, 373, 374, 376(2)(g), 509, 341, 342, 365 IPC etc., with the help of Director of Prosecution, AP, Hyderabad.
3. Bringing about **'inter-departmental collaboration'** among the police and all other Government agencies and departments, such as women, Children, Disabled & Senior Citizens Dept, Labour, Health, Sarva Sikhsa Abhayan etc.
4. Conducting rescue operations with the assistance of NGOs, Women & Child Department and Labour Welfare Dept whenever they receive information about trafficking activities either from police sources, or NGOs or from civil society.
5. Ensuring registration of cases from the perspective of trafficking as a **'continuous crime concept'** i.e, from the source to the destination.
6. Providing **'victim witness support'** till the end of the trial.
7. Guiding and mentoring NGOs from the prosecution perspective inter alia evidence collection, victim preparation for trial etc.
8. Ensuring **'a victim-centric approach'** which ensures the best interest of the victim / survivor and preventing secondary victimization / re-victimization of the victim as well as ensuring a gender sensitive and child rights sensitive approach in dealing with trafficked victims.

9. Functioning as the **'grass roots unit'** for collection and development of an exhaustive database on all law enforcement aspects of the crime, including information on traffickers secret networks and trafficking gangs, which they will convey to the District and State Crime Records Bureau for further transmission to the National Crime Records Bureau. AHTUs will facilitate availability of comprehensive national level data on this criminal activity.

10. The AHTU will attend to all the three aspects of trafficking viz., **prevention, protection and prosecution**. The AHTU will thus be the '**field level functional unit'** to address human trafficking in a holistic manner.

11. The AHTUs will work closely with the District Administration and with Project Directors of Department for Women, Children, Disabled, Senior Citizens. They will ensure access to timely relief to victim as per Government policy vide GO Ms.No.1 of WD, CW & DW (Progs) Dept dt.03.01.2003, sanction of Interim Relief fund and other relief as per GO Ms.No.28 of Department for Women, Children, Disabled & Senior Citizens, dated: 13.06.2011 to the victims and send monthly returns to AP State Nodal Officer, ADGP, CID.

D. The Addl. Director General of Police, CID being the State Level AHT Nodal Officer shall coordinate and review the work of all AHTUs from time to time.

E. The Director General of Police, Andhra Pradesh shall take measures to setup the five (5) Anti Human Trafficking Units as mentioned above with a strength of one (1) Inspector, two (2) Sub Inspectors, two (2) Head Constables and two (2) Police Constables in each Unit under the supervision and control of the respective Superintendents of Police. The Director General of Police, Andhra Pradesh, Hyderabad, may provide the strength in the ranks of Inspectors and Sub-Inspectors of Police from out of the Vacancy Reserved strength sanctioned to the concerned unit. The Director General of Police, Andhra Pradesh, Hyderabad, will arrange for the Head Constables and Police Constables by way of attachment from the concerned district strength. He may also provide infra structure facilities and take up adequate training of police personnel for effective implementation of the scheme. He shall also formulate an implementable scheme for victim compensation as envisaged in Sec. 357-A Cr.P.C.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P. GAUTAM KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

PSO 744-17

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

WD & CW Dept - Policy for combating trafficking of women and Children for Commercial sexual exploitation - Orders Issued

WOMEN DEVELOPMENT, CHILD WELFARE & DISABLED WELFARE (PROGS) DEPT.

GO MS No.1 Dated : 03.01.2003

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ORDER:

1. The problem of trafficking of women and children for the purpose of sexual exploitation has assumed alarming proportions in recent years. Trafficking is prevalent at various levels-local, inter-district, Inter-State and Cross-border. Commercial exploitation of women and children takes place in various forms including brothel based prostitution, sex tourism entertainment industry and pornography in print and electronic media. There are major obstacles in assessing the exact magnitude of the problem of trafficking. However, various reports have highlighted the fact that a high percentage of victims of trafficking are from the State of Andhra Pradesh alone. Similarly, while there are no precise estimates, the available data indicate that nearly 50% of the victims belong to Scheduled Caste and up to 30% belong to the other Backward Classes.
2. Trafficking is a multi-dimensional problem encompassing a whole range of economical, social and cultural issues, which arevaried and highly complex. Most of the victims have been trafficked with promises of jobs, better career prospects andmarriage. Some of are inducted forcibly through abduction. Poverty and deprivation, secondary status accorded to womenin society, prejudice against the girl child, weakening of the family structure, changing public attitudes towards sex andmorality, the caste structure, urbanization and migration are other factors, which have contributed to the commercial sexualexploitation of women and children. Apart from trafficking, certain traditional forms of prostitution are prevalent, e.g. Jogins,Marthammas, Dommaras, Basavis.
3. Trafficking and commercial sexual exploitation of women and children have resulted not only in violation of rights but also in very adverse physical , psychological and moral consequences for the victims, which are serious, life-long, and also life threatening. About 60-70% victims suffer from more than one disease including sexually transmitted diseases such as HIV/ AIDS. The rescued victims are invariably penniless, physically ill and psychologically broken.

4. Taking into consideration the above, a comprehensive policy and action plan covering various aspects such as prevention, trafficking, rescue, repatriation, economic empowerment, health care, education, housing, legal reforms and creation of corpus fund is necessary for addressing the problem of trafficking. There is also need for planning and co-ordination both at the district level and the state level for addressing the deep rooted and underlying causes of trafficking and also taking adequate measures for psychological support, economic empowerment and re-integration so that the victims do not get drawn into the trade again on account of non availability of other options for livelihood.

5. As most of the components of the Action Plan have to be implemented at the District level, Government have decided to constitute District –level Committees with the following composition for taking up activities for prevention, rescue and rehabilitation of victims :

   District Collector Chairman Superintendent of Police Member PD, District Rural Development Agency Member District Medical and health officer Member Representatives of the SC/ST/BC/Women Finance corporations Member NGOs/Prominent social workers working in related areas to be nominated by Dist Collector Member Project Director, Women Development & Child Welfare Agency Convener

6. Government have also decided that the following activities shall be taken up by the District level Committees: -

Prevention :

Prevention of Trafficking in women and children can be achieved only by addressing the root causes. Poverty and illiteracy have been identified as two primary causes of trafficking. It is, therefore, necessary to ensure that the various schemes for eradication of poverty are focused at benefiting families in which women and children are vulnerable or are at high risk of being trafficked for sexual exploitation and commercial purposes.

* The District Committee shall, therefore, among other measures, take the following preventive action :-
* Create a reliable and relevant database with the help of NGOs on the high supply areas, routes, destinations, causes of trafficking, exploitation and the magnitude of the problem.
* Create public awareness and motivate public resistance to trafficking through programmes in educational institutions, Self-Help Groups (SHGs), Women Groups, youth groups using print and visual media extensively.

Education and Child Care :

The District Committee shall :

* Establish Residential Transit Schools with proper counselling facilities in all Mandals so as to prevent second generation trafficking.
* Make it mandatory to admit all children of victims of trafficking in Residential Schools over and above the sanctioned strength.
* Provide free and compulsory education with support services like scholarships, supplementary Nutrition, Tuition so as to prevent Dropouts.
* Establish Vocational Training Centers with adequate marketing links so as to provide livelihood skills for mainstream reintegration.
* Declare the Children of trafficked women as orphans and provide benefits in SC/ST/BC Residential Institutions/Hostels/Homes.

Housing and Civic Amenities :

The District committee Shall :

* Arrange to provide victims of trafficking with electoral photo identity cards, if they are registered electors of the relevant constituency.
* Provide white ration cards as a separate eligible category as a special case adopting existing income criteria.
* Provide allocation of house sites to rescued persons on priority.

Legal Reforms :

Government has also decided that necessary legal reforms shall be introduced for ensuring effective and speedy justice by :

* Working on amendments of criminal procedures to ensure gender and child sensitive application of judicial processes and efficient, tight and stringent prosecution of traffickers including summary disposal of such cases ensuring proper and quick justice.
* Making provisions in the law for confistication of assets of exploiters and for compensation to the victims.
* Setting up night courts so as to prevent the holding of victims in police custody at night.
* Enacting a law for imposing fine on the traffickers and crediting the amounts to the rehabilitation fund for the victims of trafficking.

Rehabilitation and relief Fund ::

The Government has also decided to utilize the existing rehabilitation and relief fund for providing relief to victims of trafficking.

The fund shall be utilized for :

* Facilitating the repatriation of victims rescued from brothels and other places of trafficking to their homes.

* Providing immediate and timely relief to the victims of trafficking.
* Meeting expenditure towards travel, clothing and other immediate necessities, urgent medical care and other contingencies for victims of trafficking or their children.
* Supporting and Networking with NGOs who are engaged in rescue and rehabilitation.

9. For reviewing the activities of the District Committees and achieving the required inter-departmental/multi-sectoral coordination a STATE LEVEL COORDINATION COMMITTEE under the Chairmanship of the Chief Secretary to Government is set up ith the following composition :

Sd/-

Principal Secretary to Government of AP

WCD & DW Department

Chief Secretary to GovernmentChairman

Principal Secretary to Government, Home Dept. Member

Principal Secretary to Government, Medial, Health & Family Welfare Dept Member

Principal Secretary to Government, Social Welfare Dept Member

Secretary to Government, School Education Dept Member

Secretary to Government, Law Dept Member

Commissioner, Juvenal Welfare, Correctional Services & Welfare of Street Children Dept. Member

Project Coordinator, A.P. State Aids Control Society Member

Director, Women Development & Child Welfare Dept Member

Two Non-Governmental Organizations (NGOs)/Social Workers to nominated by By the Government Member

Principal Secretary, Women Development, Child Welfare & Disabled welfare Dept Convenor

* Adopt a campaign approach /mode to combat the evils of trafficking and sexual exploitation with the help of local bodies,

  Educational Institutions, NGOs, etc.,
* Organize social boycott of the persons indulging.
* Prepare Panchayat level and Mandal level Action Plans by establishing similar committees at the Mandal and Panchayat

PSO 744-18

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Home - Constitution of Special Juvenile Police Units and designating Child Welfare Police Officers at all Police Stations in Andhra Pradesh in accordance with Section 107 of the Juvenile Justice (Care and Protection of Children) Act 2015 – Notification - Orders - Issued.

HOME (SERVICES.I) DEPARTMENT

G.O.Ms.No. 12 Dated: 11-02-2016

Read the following :-

From the Director General of Police, Andhra Pradesh, Hyderabad,
letter C.No.21/C-71/WPC/CID//2016, dated.04-02-2016.

***

ORDER :

In the references read above the Director General of Police, Andhra Pradesh, Hyderabad has furnished proposal for designate the SHOs as Child Welfare Police Officer in each Police Station and the Additional Superintendent of Police / Dy. Commissioner of Police or Additional Deputy Commissioner of Police in each District and City Commissionerate respectively, as the head of Spl. Juvenile Police Unit (SJPU) in each Unit. Under Section 107 of Juvenile Justice (Care& Protection of Children) Act 2015, the Government is mandated to create Special Juvenile Police Units (SJPU) at the District Level and appoint Child Welfare Police Officer (CWPO) at the Police Station Level to perform duties under Juvenile Justice (Care &Protection of Children) Act, 2015 while dealing with juveniles, who are in conflict- with - law and juveniles, who are in need of care and protection.

2. Government, after careful examination, hereby issue orders to designating all the Additional Superintendents of Police/ Dy. Commissioner of Police or Additional Deputy Commissioners of Police Andhra Pradesh as heads of Special Juvenile Police Units (Special Juvenile Police Units) under the direct supervision of the respective Unit Officers in districts, Joint Commissioners / Deputy Commissioners of Police (Crimes) in Commissionerates and the Station House Officers/Sub Inspectors of all the Police Stations including Railways in the State of Andhra Pradesh as Child Welfare Police Officers.

NOTIFICATION

3. In exercise of the powers conferred by Section 107of the Juvenile Justice (CPC) Act 2015, the Governor of Andhra Pradesh hereby sets up Special Juvenile Police Units for the Districts and designates Child Welfare Police Officer for each of the Police Stations with jurisdiction in co- terminus with the jurisdiction of their districts/ Commissionerates and Police Stations including Railways respectively as mentioned above.

4. The Director General of Police, Andhra Pradesh, Hyderabad shall take initiative for creating child friendly environment in all the Special Juvenile Police Units and in Police Stations by providing necessary infrastructural facilities. All the designated Child Welfare Police Officers shall be provided with necessary training and orientation to safeguard the Rights of Children as envisaged in Juvenile Justice (Care and Protection of

Children) Act, 2015 in coordination with Department of Women Development, Child Welfare & Disabled Welfare and Department of Juvenile Welfare, Correctional Services & Welfare of street, Children, Andhra Pradesh, Hyderabad.

5. The Director General of Police, Andhra Pradesh, Hyderabad shall issue suitable instructions to all the Unit Officers of exhibiting the names and units of Special Juvenile Police Units and Child Welfare Police Officers in the unit headquarters and police stations at all conspicuous places and to implement the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2015 in letter and spirit.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. MANMOHAN SINGH

PRINCIPAL SECRETARY TO GOVERNMENT (FAC)

To

The Director General of Police, Andhra Pradesh, Hyderabad

The Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, Andhra Pradesh, Hyderabad

The Additional Director General of Police, Crime Investigation Department,

Andhra Pradesh, Hyderabad

PSO 744-19

Rc. No. 64/Trg.2/2016

CIRCULAR MEMORANDUM

Sub : Police - Physical fitness of Police men & officers - Reg.

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Physical fitness of officers and men in the Police Department is of utmost importance. It is not only the responsibility of the individual, but also of supervisory officer to ensure that everyone maintain a basic level of fitness. It is decided to establish a system in which this fitness can be monitored and supervised. Hence, following steps need to be taken by all Unit officers.

I. Men & Officers to be divided into Categories

Fitness Level :

A. Fully fit

B. Moderately fit

C. Unfit

Age :

i. Below 30 years

ii. 31 to 40 years

iii. 41 to 50 years

iv. 51 to 55 years

v. 56 and above

II. Criteria for Physical Fitness:

A. Ability to run - 100 meters and 1 Mile

B. Weight and BMI

C. Expertise in Yoga

Matrix for Run -

Qualifying in Recruitment - 5 KM in 25 min. (12 KM/Hr)

100 mtrs in 15 Seconds

Age	A Fitness		B Fitness		C Fitness	
	1 mile	100mtrs	1 mile	100 mtrs	1 mile	100 mtrs
Below 30 Years	8 Min.	18 Sec.	10 Min.	20 Sec.	--	--
31-40 Years	10 Min.	21 Sec.	12 Min.	25 Sec.	--	--
41-50 Years	12 Min.	25 Sec.	15 Min.	30 Sec.	--	--
51-55 Years	14 Min.	--	18 Min.	--	--	--
56-60 Years	16 Min.	--	20 Min.	--	--	–

1. All personnel who come under B category of Physical Fitness will be trained in DTCs
2. All personnel who come under C category of Physical Fitness will be trained at PTCs and BTCs.
3. One RI/RSI from AR will be incharge for each circle to monitor fitness of civil Police.
4. Principals PTCs will coordinate with Principals of DTCs to ensure proper training.
5. Yoga classes may be conducted at PS and District level.
6. Each Unit Officer may utilize the services of PET instructors and Health/Nutrition experts.
7. The Unit with maximum percentage of fit Police personnel will be rewarded. Unit officer will be nominated for foreign training. Similar awards will be given to individual men and officers.
8. First Training session with 5 % of the worst performers from each unit will begin from 11th February at all PTCs/BTCs/DTCs.

Action to be taken by the Unit Officers :

1. Police Computer Services will prepare a programme for feeding and evaluating data of physical fitness of the entire Police force.
2. All CsP/SsP and other Unit Officers will prepare the matrix for their Unit as explained below by mentioning the name of staff under relevant category.

Fitness / Age	Fully Fit	Moderately Fit	Un Fit
I			
II			
III			
IV			
V			

3. The list of un-fit Police personnel will be communicated to IGP (Trg.) who in turn will organize fitness training for those personnel in PTCs/ BTCs. On priority basis, Unit Officers will identify men and officers working in Law & Order and traffic field, who are overtly obese and send the list to IGP (Trg.) who in turn will organize training for such personnel in PTCs/DTCs.
4. SsP will organize training for moderately fit candidates in DTCs. They will also designate 1 RI/ RSI/ARSI from AR for each Circle in their districts to monitor physical fitness. Unit Officers will also organize health checkup of unfit and obese Police personnel. Yoga training may also be imparted at AR and training centres.
5. All SsP will organize Run on 1st and 3rd Saturday at Circle/Sub-Divisional and District level.

Sd/- J.V. RAMUDU, IPS.,
Director Genl. of Police
Andhra Pradesh

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh Police (Stipendiary Cadet Trainee) Rules - Amendment - Orders - Issued.

HOME (LEGAL - II) DEPARTMENT

G.O.Ms.No.87 Dated : 15-07-2016

Read the following :-

1. G.O.Ms.No.315, Home (Police-C) Department, dt : 13-10-1999.
2. From the Director General of Police, Andhra Pradesh, Hyderabad Letter Rc. No. 152 /Rect.1/2015, dt. 04-06-2015.
3. From the Chairman, State Level Police Recruitment Board, Andhra Pradesh, Hyderabad letter Rc.No.152/Rect.I/2015, dt :13-07-2015.
4. From the Secretary, Andhra Pradesh Public Service Commission Letter No. 547/RR/2016, Dt : 11-07-2016.

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ORDER:

In the circumstances reported by the Director General of Police, Andhra Pradesh, Hyderabad vide reference read above, after careful examination, Government hereby decided to issue the following amendments to the Andhra Pradesh Police (Stipendiary Cadet Trainee) Rules, 1999 issued vide G.O.Ms.No.315, Home (Police-C) Department, dt : 13.10.1999 and subsequently amended from time to time.

2. The following Notification will be published in the Extra – ordinary issue of the Andhra Pradesh Gazette, dt : 20-07-2016.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Police (Stipendiary Cadet Trainee) Rules 1999, issued in G.O. Ms. No. 315 Home (Pol.C) Department, dated: 13.10.1999 and published in Supplement to Part-I of the Andhra Pradesh Gazette No. 41-A, dated: 18th November, 1999 and as subsequently amended from time to time.

AMENDMENTS

In the said rules,

1) In Rule 2,

(a) for the entries under Class-I (Men) the following shall be substituted, namely :

"Class-I : (Men & Women)

Category : (1) Stipendiary Cadet Trainee Sub-Inspectors of Police (Civil)

(2) Stipendiary Cadet Trainee Reserved Sub-Inspectors of Police (AR)

(3) Stipendiary Cadet Trainee Police Constables (Civil)

(4) Stipendiary Cadet Trainee Police Constables (AR)"

(b) for the entries under Class - III (Women) the following shall be substituted, namely :-

"Class-III (Men)

Category : (1) Stipendiary Cadet Trainee Reserved Sub-Inspectors of Police (SARCPL)

(2) Stipendiary Cadet Trainee Police Constables (SAR CPL)"

2) (a) For Rule 3 (B), the following shall be substituted namely :-

(B) **Vacancies** :- (i) All substantive vacancies as well as the vacancies that are likely to arise up to the 1st September of the year in which notification for recruitment is issued shall be taken into account for that particular recruitment.

(ii) 33 1/3% of vacancies in each category are reserved for women in vacancies arising henceforth (Prospective) for the Posts of SIs (Civil), PCs (Civil), SCT SIs (Communications), PCs (Communications) and ASIs (FPB). In the event of non-availability of eligible and suitable women candidates in a particular year, the vacancies reserved for them shall not be carried forward to the subsequent year and shall be filled up by men candidates of respective category. The reservation will be a horizontal reservation following principle of sufficiency i.e., the reservation of women candidates shall be adjusted proportionately in the respective category to which the woman candidate belongs, in relaxation of relevant rules relating to Andhra Pradesh State and Subordinate Service Rules 1996.

(iii) 20 % of vacancies in each category are reserved for women in vacancies arising henceforth (Prospective) for the Posts of SCT RSIs (AR) and SCT PCs (AR). In the event of non-availability of eligible and

suitable women candidates in a particular year, the vacancies reserved for them shall not be carried forward to the subsequent year and shall be filled up by men candidates of respective category. The reservation will be a horizontal reservation following principle of sufficiency i.e., the reservation of woman candidate shall be adjusted proportionately in the respective category to which the woman candidate belongs, in relaxation of relevant rules relating to Andhra Pradesh State and Subordinate Service Rules 1996.

(b) for Rule 3(C), the following shall be substituted namely : -

(C) (i) (a) The Rule of Special Representation (Reservation) provided in Rule 22 of the Andhra Pradesh State & Subordinate Service Rules, 1996 shall be applicable to all the classes and categories constituted in Rule-2.

(b) The vacancies reserved for special categories referred to in Rule - 3(D) shall be adjusted in a horizontal manner on compartmental basis i.e., the Reservation of Special Category candidates shall be adjusted proportionately in the respective communal category to which the candidate belongs.

(ii) The rule of Special Representation (Reservation) provided in Rule 22 of the Andhra Pradesh State & Subordinate Service Rules, 1996 shall not be applicable for 75% vacancies in the Scheduled Areas of the State of Andhra Pradesh for Stipendiary Cadet Trainee Police Constable (Civil).

(iii) The vacancies which remain unfiled in any of the above special categories for want of eligible candidates shall be added to the vacancies to be filled by the Direct Recruitment.

(c) Rule 3 (H) shall be omitted.

(d) Rule 3 (I) and (J) shall be renamed as (H) and (I).

(3) after sub rule (iii) of Rule 6, the following shall be added namely :-

(i) A cadet who remains absent for a total period of 7 days shall be discharged from training after issuing notice and obtaining explanation, if the explanation is not satisfactory.

(ii) The appeals can be made within a period of 30 days from the date of Acknowledgment /serving of the discharge orders. Appeals preferred after the prescribed period shall not be entertained. This condition must be incorporated in the discharge order.

(4) In the Annexure-I
(i) In Sl. No. 1
(A) under column (2) the following shall be substituted, namely :-
"Class I (Men & Women)
Category 1 - Stipendiary Cadet Trainee Sub-Inspector of Police (Civil)"

(B) In column (6)(i) for the existing entries of (b), (c), (d), the following shall be substituted, namely :-

(b) Preliminary Written Test : Candidates shall be required to appear for the Preliminary Written Test in two papers (each three hours duration) which will be qualifying, as given below. The syllabus for Preliminary Written Test will be from Paper III and IV of Annexure-II respectively.

Paper	Subject	Max. Marks
Paper - I	Arithmetic and Test of Reasoning / Mental Ability (100 questions) (Objective type)	100
Paper - II	General Studies (100 Questions) (Objective type)	100

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in both the papers is 40% for OCs, 35% for BCs, 30% for SCs/STs/Ex-Servicemen. If a candidate fails to secure qualifying marks even in one paper he will still be disqualified. Total marks for these two papers will not be counted for the purpose of qualification.

(2) Questions in the Paper-I and II will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in the final examination (written examination).

(c) Physical Measurements : The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

Women : Height : Must not be less than 152.5 centimeters

Weight : Must not be less than 40 Kgs.

NOTE: However, the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

Women : Height : Must not be less than 150 centimeters.

Weight: Must not be less than 38 Kgs.

(d) Physical Efficiency Test : Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

Men and Women candidates must qualify in 1600 Meters run (1 Mile Run) and one out of remaining two events as detailed below :

Sl No.	Item	Qualifying time / Distance		
		General	Ex-Servicemen	Women
01	100 Meters run	15 Seconds	16.5 seconds	18 seconds
02	Long Jump	3.80 meters	3.65 meters	2.75 meters
03	1600 meters run	8 minutes	9 minutes 30 sec.	10 minutes 30 Sec.

NOTE : Physical Efficiency Test will be qualifying in nature.

In the existing entry (e), the following shall be added at the end, namely :-

(e) Selection :- SI's final written examination Paper- I & II are qualifying in nature and Paper-III consisting of 200 marks and Paper-IV consisting of 200 marks, total 400 marks will be taken into account for final selection.

(ii) in Sl. No. 2,

(A) under column (2), the following shall be substituted, namely :-

"Class I (Men & Women)

Category II - Stipendiary Cadet Trainee Reserve Sub-Inspector of Police (AR)"

(B) In column (6) for the existing entries of (b), (c), (d), (f) the following shall be substituted respectively, namely :-

b) Preliminary Written Test : Candidates shall be required to appear for the Preliminary Written Test in two Papers (each three hours duration) which will be qualifying, as given below. The syllabus for Preliminary Written Test will be from Paper - III and IV of Annexure-II respectively.

Paper	Subject	Max. Marks
Paper - I	Arithmetic and Test of Reasoning / Mental Ability (100 questions) (Objective type)	100
Paper - II	General Studies (100 Questions) (Objective type)	100

NOTE :

(1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in both the papers is 40% for OCs, 35% for BCs, 30% for SCs / STs /Ex-Servicemen. If a candidate fails to secure qualifying marks even in one Paper he will still be disqualified. Total marks for these two papers will not be counted for the purpose of qualification.

(2) Questions in the Paper-I and II will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination.

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

Women : Height : Must not be less than 152.5 centimeters

Weight : Must not be less than 40 Kgs.

NOTE : However, the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

Women : Height : Must not be less than 150 centimeters

Weight : Must not be less than 38 Kgs.

(d) Physical Efficiency Test : Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Men & Women Candidates must qualify in all three events of the Physical Efficiency Test which carries 100 Marks as detailed below :

Sl No.	Item	Qualifying time / Distance			Marks
		General	Ex-Servicemen	Women	
01	100 Meters run	15 Seconds	16.5 seconds	18 seconds	30
02	Long Jump	3.80 meters	3.65 meters	2.75 meters	30
03	1600 meters run	8 minutes	9 minutes 30 sec.	10 minutes 30 Sec.	40

The Men candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec - 4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

The Women Candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	13.00 and less	30	4.31 and above	30	6 min 30 sec and less	40
2	13.01–13.50	27	4.11-4.30	27	6 min 31 sec -7 min 00 sec	36
3	13.51-14.00	24	3.91-4.10	24	7 min 01 sec - 7 min 30 sec	32
4	14.01-14.50	21	3.71-3.90	21	7 min 31 sec -8 min 00 sec	28
5	14.51-15.00	19	3.51-3.70	19	8 min 01 sec -8 min 30 sec	25
6	15.01-15.50	17	3.31-3.50	17	8 min 31 sec -9 min 00 sec	22
7	15.51-16.00	15	3.11-3.30	15	9 min 01 sec -9 min 30 sec	19
8	16.01-16.50	13	2.91-3.10	13	9 min 31 sec -10 min 00 sec	17
9	16.51-17.00	11	2.75-2.90	11	10min 1 sec -10 min 30 sec	15
10	17.01-17.50	10				
11	17.51-18.00	9				

(f) Selection: The final selection of the candidates (Men & Women) will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (Paper- III (100 Marks), Paper- IV (100 Marks), total 200 marks) and Physical Efficiency Test (for 100 marks) totaling to 300 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time.

(iii) In Sl. No. 3,

(A) under column (2), the following shall be substituted namely "Class I (Men & Women)

Category III – Stipendiary Cadet Trainee Police Constable (Civil)"

(B) Under column (3), the following shall be substituted, namely

(i) 75% vacancies in the Scheduled Areas of the State of Andhra Pradesh of Stipendiary Cadet Trainee Police Constables (Civil) (Men) will be filled with the Scheduled Tribes who are domiciled in the Scheduled Areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari districts.

(ii) For the remaining vacancies

Direct Recruitment	-	71%
HG	-	8%
MSP	-	2%
CPP	-	4%
CDI	-	2%
NCC	-	3%

(Appointment by transfer from AR/SAR CPL PCs 10%)

(C) In column (6) for the existing entries of (b), (c), (d), (e) and (f) the following shall be substituted respectively, namely :-

" (b) Preliminary Written Test : Candidates shall be required to appear for the Preliminary Written Test in one paper (three hours duration) for 200 marks (200 Questions). The syllabus is given in Annexure III.

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in thePreliminary Written Test in the paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/Ex-Servicemen**.**

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination (written examination)

(c) Physical Measurements : The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full Inspiration with a minimum expansion of 5 Centimeters.

Women :

Height : Must not be less than 152.5 centimeters

Weight : Must not be less than 40 Kgs.

NOTE : However, the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements:

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

Women : Height : Must not be less than 150 centimeters

Weight : Must not be less than 38 Kgs.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

Men and Women candidates must qualify in 1600 Meters run (1 Mile Run) and one out of remaining two events as detailed below :

Sl No.	Item	Qualifying time / Distance		
		General	**Ex-Service Men**	**Women**
01	100 Meters run	15 Seconds	16.5 seconds	18 seconds
02	Long Jump	3.80 meters	3.65 meters	2.75 meters
03	1600 meters	8 minutes	9 minutes 30 sec.	10minutes 30 Sec.

NOTE : Physical Efficiency Test will be qualifying in nature.

(e) Final Written Examination: Candidates who qualify in the above shall be required to appear for the final written examination in one paper (three hours duration) for 200 marks. The syllabus is given in Annexure III.

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in the final written examination in the paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/Ex- Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMRanswer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection : The final selection of the candidates (Men & Women) will be made strictly on relative merit, as obtained by them based on their score in the final written examination for 200 marks for the candidates who qualified in Physical Efficiency Test and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time."

(iv) (A) Below Sl. No. 3 under column (1), Sl. No. 3 A is added

(B) In Sl.No. 3A, under column (2), the following shall be added, namely:-

"Class I (Men & Women)

Category 4 – Stipendiary Cadet Trainee Police Constable (AR)"

(C) for the existing entries under category 5 in column (3), the following shall be substituted, namely:-

"Direct Recruitment 44%

HG 5%

Meritorious Sports Person 2%

CPP	4%
CDI	2%
NCC	3%

(Appointment by transfer from APSP PCs 40%)"

(D) In column (6) for the existing entries of (b), (c), (d), (e) and (f) respectively the following shall be substituted, namely:-

"(b) Preliminary Written Test: Candidates shall be required to appear for the Preliminary Written Test in one paper (three hours duration) for 200 marks (200 Questions). The syllabus is given in Annexure III.

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in the paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/ Ex-Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination (written examination)

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

Women : Height: Must not be less than 152.5 centimeters

Weight : Must not be less than 40 Kgs.

NOTE : However, the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height: Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

Women : Height : Must not be less than 150 centimeters

Weight: Must not be less than 38 Kgs.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Men & Women Candidates must qualify in all three events of the Physical Efficiency Test which carries 100 Marks as detailed below :

Sl No.	**Item**	**Qualifying time / Distance**			
		General	**Ex-Service Men**	**Women**	**Marks**
01	100 Meters run	15 Seconds	16.5 seconds	18 seconds	30
02	Long Jump	3.80 meters	3.65 meters	2.75 meters	30
03	1600 meters	8 minutes	9 minutes 30 sec.	10minutes 30 Sec.	40

The Men candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec -4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30 sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

The Woman Candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	13.00 and less	30	4.31 and above	30	6 min 30 sec and less	40
2	13.01–13.50	27	4.11-4.30	27	6 min 31 sec -7 min 00 sec	36
3	13.51-14.00	24	3.91-4.10	24	7 min 01 sec - 7 min 30 sec	32
4	14.01-14.50	21	3.71-3.90	21	7 min 31 sec -8 min 00 sec	28
5	14.51-15.00	19	3.51-3.70	19	8 min 01 sec -8 min 30 sec	25
6	15.01-15.50	17	3.31-3.50	17	8 min 31 sec -9 min 00 sec	22
7	15.51-16.00	15	3.11-3.30	15	9 min 01 sec -9 min 30 sec	19
8	16.01-16.50	13	2.91-3.10	13	9 min 31 sec -10 min 00 sec	17
9	16.51-17.00	11	2.75-2.90	11	10 min 1 sec -10 min 30 sec	15
10	17.01-17.50	10				
11	17.51-18.00	9				

(e) Final Written Examination: Candidates who qualify in the above shall be required to appear for the final written examination in one paper (three hours duration) for 100 marks (200 questions). The syllabus is given in Annexure III.

NOTE: (1) The minimum marks to be secured by the candidates in order to qualify in the final written examination in the paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/ Ex-Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection: The final selection of the candidates (Men & Women) will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (for 100 marks) and Physical Efficiency Test (for 100 marks) totaling to 200 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time".

(iv) in Sl. No. 4.

In column (6) for the existing entries of (b), (c), (d), and (f) respectively, the following shall be substituted, namely:-

"(b) Preliminary Written Test: Candidates shall be required to appear for the Preliminary Written Test in two Papers (each three hours duration) which will be qualifying, as given below. The syllabus for Preliminary Written Test will be from Paper III and IV of Annexure-II respectively.

Paper	Subject	Max. Marks
Paper-I	Arithmetic and Test of Reasoning / Mental Ability (100 Questions) (Objective type)	100
Paper-II	General Studies (100 Questions) (Objective type)	100

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in both the Papers is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen. If a candidate fails to secure qualifying marks even in one Paper he will still be disqualified. Total marks for these two Papers will not be counted for the purpose of qualification.

(2) Questions in the Paper-I and II will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination.

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

NOTE : However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Candidates must qualify in all three events of the Physical Efficiency Test which carries 100 Marks as detailed below :

Sl No.	**Item**	**Qualifying time / Distance**		
		General	**Ex-Service Men**	**Marks**
01	100 Meters run	15 Seconds	16.5 seconds	30
02	Long Jump	3.80 meters	3.65 meters	30
03	1600 meters	8 minutes	9 minutes 30 sec.	40

The candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec -4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30 sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

(f) Selection: The final selection of the candidates will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (Paper- III (100 Marks), Paper- IV (100 Marks), total 200 marks) and Physical Efficiency Test (for 100 marks) totaling to 300 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time".

(v) In Sl. No. 5.

In column (6) for the existing entries of (b), (c), (d), and (f)respectively, the following shall be substituted, namely:-

"(b) Preliminary Written Test: Candidates shall be required to appear for the Preliminary Written Test in one Paper (three hours duration) for 200 marks (200 questions). The syllabus is given in Annexure III.

NOTE: (1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in the paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination.

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height: Must not be less than 167.6 Centimeters.

(ii) Chest: Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

NOTE : However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Candidates must qualify in all three events of the Physical Efficiency Test which carries 100 Marks as detailed below :

Sl No.	**Item**	**Qualifying time / Distance**		
		General	**Ex-Service Men**	**Marks**
01	100 Meters run	15 Seconds	16.5 seconds	30
02	Long Jump	3.80 meters	3.65 meters	30
03	1600 meters	8 minutes	9 minutes 30 sec.	40

The candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec -4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30 sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

(f) Selection: The final selection of the candidates (Men & Women) will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (for 100 marks) and Physical Efficiency Test (for 100 marks) totaling to 200 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of

Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time".

(vi) Against Sl. No. 6

"(A) under column (1), following is substituted namely:

Class III (Men)

Category 1 – Stipendiary Cadet Trainee Reserve Sub-Inspectors of Police

(SARCPL)"

(B) under column (3), following shall be substituted, namely:

"**Direct Recruitment 63%**

Police Executive 7%

Police Ministerial 1%

Meritorious Sports Person 2%

CPP	**2%**
CDI	**2%**
NCC	**3%**

(Appointment by promotion from ARSIs 20%)"

(C) For the entries in column (6), the following entry shall be substituted

" (a) Educational Qualification**:** Must possess a degree awarded by any University in India, established or incorporated by or under a Central Act, Provisional Act of State or of any institution recognized by the University Grants Commission or any other equivalent qualification as on 1st July of year of notification. Applicants belonging to Scheduled Castes/Scheduled tribes must have passed Intermediate Examination conducted by the State Government and should have studied Degree in any one of the Universities in India as on 1st July of year of notification.

(b) Preliminary Written Test: Candidates shall be required to appear for the Preliminary Written Test in two Papers (each three hours duration) which will be qualifying, as given below. The syllabus for Preliminary Written Test will be from Paper-III and IV of Annexure-II respectively.

Paper	Subject	Max. Marks
Paper-I	Arithmetic and Test of Reasoning / Mental Ability (100 Questions) (Objective type)	100
Paper-II	General Studies (100 Questions) (Objective type)	100

NOTE : (1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in both the papers is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen. If a candidate fails to secure qualifying marks even in one Paper he will still be disqualified. Total marks for these two Papers will not be counted for the purpose of qualification.

(2) Questions in the Paper-I and II will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination.

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height : Must not be less than 167.6 Centimeters.

(ii) Chest : Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

NOTE: However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements :

Men :-

(i) Height : Must not be less than 160 Centimeters

(ii) Chest : Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Candidates must qualify in all three events of the Physical Efficiency Test which carries100 Marks as detailed below :

Sl No.	**Item**	**Qualifying time / Distance**		
		General	**Ex-Service Men**	**Marks**
01	100 Meters run	15 Seconds	16.5 seconds	30
02	Long Jump	3.80 meters	3.65 meters	30
03	1600 meters	8 minutes	9 minutes 30 sec.	40

The candidates will be given marks for their performance in the above three events as per the chart below :

SI. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec -4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30 sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

(e) **Written Examination:** Candidates shall be required to appear for the written examination in four papers (each of three hours duration) as given below. The syllabus is given in Annexure II.

Paper	Subject	Maximum Marks
Paper - I	English (Descriptive in nature)	100
Paper - II	Telugu / Urdu (Descriptive in nature)	100
Paper - III	Arithmetic and Test of Reasoning / Mental Ability (Objective in nature)	100
Part - IV	General Studies (Objective in nature)	100

Note:-

(1). The minimum marks to be secured by the candidates in order to qualify in the written examination in each of the four papers is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen.

(2). Papers I and II are only qualifying in nature. The cases of the candidates who do not secure the minimum qualifying marks in these Papers will not be considered further in the selection process irrespective of their performance in Papers - III & IV. The marks secured in these papers will not be taken into account for final selection.

(3). Questions in Papers III and IV will be objective in nature and will be set in English, Telugu and Urdu languages. The candidates can choose to have the question Papers in one of the three languages and should indicate his choice as and when asked for by the recruiting authority. Option once exercised will be final and candidates will not be allowed to change it subsequently.

(f) Selection: The final selection of the candidates will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (Paper- III (100 Marks), Paper- IV (100 Marks), total 200 marks) and Physical Efficiency Test (for 100 marks) totaling to 300 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time".

(vii) Against Sl. No. 7

(A) under column (1), following shall be substituted namely :

"**Class III (Men)**

Category 2 – Stipendiary Cadet Trainee Police Constable (SAR CPL)"

(B) Under Column (3) for the existing entries the following entry shall be substituted, namely :

"Direct Recruitment	44%
HG	5%
Meritorious Sports Person	2%
CPP	4%
CDI	2%
NCC	3%

(Appointment by transfer from APSP PCs 40%)"

(C) For the entries in column (6), the following entry shall be substituted :

"(a) Educational Qualification**:** Applicants for direct recruitment to the posts of police constables must have passed Intermediate or equivalent examination recognized by the State Government as on 1st July of the year of notification.

Provided that in case of the applicants belonging to Scheduled Caste / Scheduled Tribes must have passed SSC or its equivalent examination recognized by the State Government and should have studied Intermediate and appeared for the Intermediate examinations of 1st year and 2nd year as on 1st July of the year of notification.

(b) Preliminary Written Test: Candidates shall be required to appear for the Preliminary Written Test in one Paper (three hours duration) for 200 marks (200 questions). The syllabus is given in Annexure III.

NOTE:

(1) The minimum marks to be secured by the candidates in order to qualify in the Preliminary Written Test in the paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(3) Marks obtained in preliminary written test will have no relevance in the final selection which will be based only on the marks obtained in final examination.

(c) Physical Measurements: The candidates should meet the following requirements.

Men :-

(i) Height: Must not be less than 167.6 Centimeters.

(ii) Chest: Must not be less than 86.3 Centimeters round the chest on full inspiration with a minimum expansion of 5 Centimeters.

NOTE: However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts should meet the following requirements:

Men :-

(i) Height: Must not be less than 160 Centimeters

(ii) Chest: Must not be less than 80 Centimeters round the chest on full inspiration with a minimum expansion of 3 Centimeters.

(d) Physical Efficiency Test: Candidates declared qualified as above shall be required to undergo the following tests and qualify as specified below:

(i) Candidates must qualify in all three events of the Physical Efficiency Test which carries 100 marks as detailed below :

Sl No.	**Item**	**Qualifying time / Distance**		
		General	**Ex-Service Men**	**Marks**
01	100 Meters run	15 Seconds	16.5 seconds	30
02	Long Jump	3.80 meters	3.65 meters	30
03	1600 meters	8 minutes	9 minutes 30 sec.	40

The candidates will be given marks for their performance in the above three events as per the chart below :

Sl. No.	100 mtrs. Run (in seconds)	Marks	Long Jump (in meters)	Marks	1600 mtrs Run (in minutes)	Marks
1	10.50 and less	30	5.61 and above	30	4 min 0 sec and less	40
2	10.51-11.00	27	5.41-5.60	27	4 min 01 sec -4 min 30 sec	36
3	11.01-11.50	24	5.21-5.40	24	4 min 31 sec -5 min 0 sec	32
4	11.51-12.00	21	5.01-5.20	21	5 min 01 sec -5 min 30 sec	28
5	12.01-12.50	19	4.81-5.00	19	5 min 31 sec -6 min 0 sec	25
6	12.51-13.00	17	4.61-4.80	17	6 min 01 sec -6 min 30 sec	22
7	13.01-13.50	15	4.41-4.60	15	6 min 31 sec -7 min 0 sec	19
8	13.51-14.00	13	4.21-4.40	13	7 min 01 sec -7 min 30 sec	17
9	14.01-14.50	11	4.01-4.20	11	7 min 31 sec -8 min 0 sec	15
10	14.51-15.00	10	3.80-4.00	10	8 min 01 sec -8 min 30sec*	13
11	15.01-15.50*	9	3.65-3.79*	9	8 min 31 sec -9 min 0 sec*	11
12	15.51-16.00*	8			9 min 01 sec -9 min 30 sec*	10
13	16.01-16.50*	7				

* Applicable to Ex-Servicemen only.

(e) Final Written Examination: Candidates who qualify in the above shall be required to appear for the final written examination in one paper (three hours duration) for 100 marks (200 questions). The syllabus is given in Annexure III.

NOTE:

(1) The minimum marks to be secured by the candidates in order to qualify in the final written examination in the paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen.

(2) Questions in written examination will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection: The final selection of the candidates will be made strictly on relative merit, as per marks obtained by them based on their score in the final written examination (for 100 marks) and Physical Efficiency Test (for 100 marks) totaling to 200 marks and as per the provisions of "The Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975" and G.O. P. No. 763, General Administration (SPF.A) Dept., dated 15-11-1975 as amended from time to time".

(viii) In Sl.No. 8

In column (6) for the existing entries of (a), (b), (c), (d), (e) and (f) respectively, the following shall be substituted, namely:-

"(a) Educational Qualifications:- Diploma/B.Tech. in Electronics and Communication Engineering OR Electrical and Electronics Engineering OR Computer Engineering OR Information Technology OR Special Diploma Course in Electronics with specialization in Computer Engineering OR Special Diploma Course in Electronics with specialization in Communication Engineering awarded by the any State Board of Technical Education and Training OR **Three years degree in B.Sc. Electronics (OR)** a qualification approved by the Government of Andhra Pradesh as equivalent to any of the above.

(b) Preliminary Selection Test: There will be no Preliminary Selection Test. Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements: The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

Women:

Height : must not be less than 152.5 centimeters. in height.

Weight : must not be less than 40 Kgs.

NOTE : However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements :

Men :

(i) Height : must not be less than 160 centimeters.

(ii) Chest : must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 3 centimeters.

Women :

Height : must not be less than 150 centimeters in height.

Weight : must not be less than 38 Kgs.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Male candidate must complete the run in 10 Minutes or less time. Women candidates shall complete the run in a time of 12 Minutes 30 Seconds or less.

(e) Final Written Examination: Candidates who qualify in the above Physical Efficiency Test shall be required to appear for a final written examination in three papers (each of three hours duration) as given below. The syllabus is given in Annexure IV.

Paper	Subject	Maximum Marks
Paper-I	Arithmetic Test of Reasoning / mental ability (objective in nature) (200 questions)	100
Paper - II	Technical Paper (Objective in Nature)(200 question)	200

Note:

(1) The minimum marks to be secured by the candidates in order to qualify in the final written examination in each paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/Ex- Servicemen.

(2) Paper I is only qualifying in nature. The cases of the candidates who do not secure the minimum qualifying marks in this Paper will not be considered further in the selection process irrespective of their performance in Papers II and III. The marks secured in this paper i.e., paper I will not be taken into account for final selection.

(3) Paper I referred above will include questions that are subjective and objective in nature. They have to answer the questions using Blue / Black Ball point pen.

4) Questions in Papers II and III will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection: The final selection of the candidates (Men & Women) will be made strictly on relative merit, as obtained by them based on their score in the final written examination (papers II and III) (300 marks) for the candidates who qualified in Physical Efficiency Test. The provision of "The Andhra Pradesh Public Employment (Organization of Local cadres and regulation of direct recruitment) Order, 1975", the rule of reservation to local candidates is not applicable".

(ix) In Sl. No. 10

In column (6) for the existing entries of (a), (b), (c), (d), (e) and (f)respectively, the following shall be substituted, namely :-

"(a) Educational Qualifications:- SSC and must possess Industrial Training Institutional Certificate in Electronic Mechanic OR Information Technology and Electronic System Maintenance OR Computer Operator and Programming Assistant OR Mechanic Consumer Electronics OR Electrician. **OR Two years Intermediate course with MPC OR vocational Intermediate in a) EET (Electronic Engineering Technician) b) Electrical Technician (ET), (old name Electrical Wiring and servicing of Electrical applications (E.W&SEA)) after SSC.**

(b) Preliminary Selection Test: There will be no Preliminary Selection Test. Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements: The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

Women :

Height: must not be less than 152.5 centimeters. in height.

Weight : must not be less than 40 Kgs.

NOTE :

However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements :

Men :

(i) Height : must not be less than 160 centimeters.

(ii) Chest : must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 3 centimeters.

Women :

Height : must not be less than 150 centimeters in height.

Weight : Not less than 38 Kgs.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Male candidate must complete the run in 10 Minutes or less time. Women candidates shall complete the run in a time of 12 Minutes 30 Seconds or less.

(e) Written Examination : Candidates who qualify in the Physical Efficiency Test shall be required to appear for a written examination in one paper (three hours duration) as given below. The syllabus is given in Annexure V.

Subject	Maximum Marks
Technical Paper (Objective in nature) (200 questions)	200

Note :

(1) The minimum marks to be secured by the candidates in order to qualify in the written examination in the paper is 40% for OCs, 35% for BCs, 30% for SCs/STs/Ex- Servicemen**.**

(2) Questions in the Paper will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on

an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection : The final selection of the candidates will be made strictly on relative merit, as obtained by them based on their score in the written examination (200 marks) for the candidates who qualified in Physical Efficiency Test. The provision of "The Andhra Pradesh Public Employment (Organization of Local cadres and regulation of direct recruitment) Order, 1975", the rule of reservation to local candidates is not applicable".

(x) In Sl.No.12

In column (6) for the existing entries of (b), (c), (d), (e) and

(f)respectively, the following shall be substituted, namely:-

"(b) Preliminary Selection Test : There will be no Preliminary Selection Test. Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements : The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

NOTE: However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements :

Men:

(i) Height : must not be less than 160 centimeters.

(ii) Chest : must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 3 centimeters.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Candidate must complete the run in 10 Minutes or less time to qualify.

(e) Final Written Examination: Candidates who qualify in the Physical Efficiency Test shall be required to appear for a written examination in three papers (each of three hours duration) as given below. The syllabus is given in Annexure VI.

Paper	Subject	Maximum Marks
Paper-I	Arithmetic Test of Reasoning / mental ability (objective in nature) (200 questions)	100
Paper - II	Technical Paper (Objective in Nature)(200 question)	200

Note :

(1) The minimum marks to be secured by the candidates in order to qualify in the final written examination in each paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex-Servicemen.

(2) Paper I is only qualifying in nature. The cases of the candidates who do not secure the minimum qualifying marks in this paper will not be considered further in the selection process irrespective of their performance in Papers II and III. The marks secured in this paper i.e., paper I will not be taken into account for final selection.

(3) Paper I referred above will include questions that are subjective and objective in nature. They have to answer the questions using Blue / Black Ball point pen.

(4) Questions in Papers II and III will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(f) Selection : The final selection of the candidates will be made strictly on relative merit, as obtained by them based on their score in the final written examination in Papers II and III (300 marks) for the candidates who are qualified in Physical Efficiency Test. The provision of "The Andhra Pradesh Public Employment (Organization of Local cadres and regulation of direct recruitment) Order, 1975", the rule of reservation to local candidates is not applicable".

(xi) In Sl.No.13

In column (6) for the existing entries, the following entries shall be substituted, namely:-

(a) Educational Qualifications:- Must have passed SSC or any other examination recognized by the State Government as being equivalent to

SSC and must possess an Industrial Training Institutional Certificate in Wiremen OR Mechanic Motor vehicle OR Mechanic Diesel OR **Fitter**, as on 1st July of the year in which the notification is issued.

(b) Preliminary Selection Test: There will be no Preliminary Selection Test, Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements: The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

NOTE: However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements :

Men :

(i) Height : must not be less than 160 centimeters.

(ii) Chest : must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 3 centimeters.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Candidate must complete the run in 10 Minutes or less time to qualify.

(e) Trade Test:- The candidates who qualify in the above Physical Efficiency Test will be required to appear and qualify in a Trade test. The Chairman, State Level Police Recruitment Board will constitute a committee for conducting this test with the officers from Police Transport Organization, Road Transport Corporation and Road Transport Authority.

The candidates must qualify in the Trade Test carrying a maximum of 100 marks in ten parameters mentioned below, out of which at least 50 marks must be obtained.

SI. No.	Subject	Maximum Marks
1	Setting of Tappet clearance, cylinder head nut tightening in the order of sequence	10
2	Rear & front hub setting usage dial gauge	10
3	Clutch master Cyl./Slave Cyl./Booster Assembly	10
4	Clutch disc changing and adjustment	10
5	Gear box selector mechanism dismantling and assembly Signals	10
6	Feed pump assembly and injector testing	10
7	King pin play adjustment (Leyland)	10
8	Attending Air lock (both rotary and Inline FIP systems)	10
9	Setting of valve timing and Injector timing, Plunger lift setting in Rotary FIP	10
10	4 wheel brakes adjustment with manual and automatic slack adjuster	10
	Total	100

(f) Written Examination: Candidates who qualify in the above Trade Test shall be required to appear for a written examination in one paper (three hours duration) as given below. The syllabus is given in Annexure VII.

Subject	Maximum Marks
Technical Paper (Objective in nature) (200 questions)	200

Note: (1) The minimum marks to be secured by the candidates in order to qualify in the written examination in the paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/ Ex-Servicemen.

(2) Questions in the Paper will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose candidates should bring Blue / Black Ball Point pens along with them.

(g) Selection: The final selection of the candidates will be made strictly on relative merit, as obtained by them based on their score in final written examination (200 marks), for the candidates who qualified in Physical

Efficiency Test and Trade Test. The provision of "The Andhra Pradesh Public Employment (Organization of Local cadres and regulation of direct recruitment) Order, 1975", the rule of reservation to local candidates is not applicable.

(xii) In Sl.No.14

(A) In column (5) for the existing entry the following shall be substituted, namely :-

"The candidates should not be less than 18 years and should not be more than 25 years of age as on 1st July of the year in which the notification is issued."

(B) In column (6) for the existing entries the following shall be substituted, namely :-

(a) (i) Educational Qualifications:- Must have passed

(1) Intermediate examination or any other examination recognized as its equivalent by the State Board of Intermediate Education;

(OR)

(2) SSC or any other examination recognized by the State Government as being equivalent to SSC and must possess an Industrial Training Institutional Certificate in Auto Electrician OR Mechanic Motor vehicle OR Mechanic Diesel OR **Fitter**.

(ii) Must possess Light Motor Vehicle License continuously for a period not less than 2 years as on date of notification issued.

(b) Preliminary Selection Test: There will be no Preliminary Selection Test. Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements: The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

NOTE: However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements :

Men :

(i) Height : must not be less than 160 centimeters.

(ii) Chest: must not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 3 centimeters.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Candidate must complete the run in 10 Minutes or less time to qualify.

(e) Driving test : The candidates who qualify in the above Physical Efficiency Test will be required to appear and qualify a driving test. The Chairman, State Level Police Recruitment Board will constitute a committee for conducting this test with the officers from Police Transport Organization, Road Transport Corporation and Road Transport Authority.

The candidates must qualify in the Driving Test carrying a maximum of 100 marks in eight parameters mentioned below out of which at least 50 marks must be obtained.

SI. No.	Subject	Maximum Marks
1	Starting a Light Motor Vehicle such as Jeep / Car from rest on the level up gradient and down gradient	10
2	Gear changing up & down	10
3	Road sense, general driving, control of vehicle in all conditions of traffic & steering control, anticipation & judgment	20
4	Use of brakes, stopping, parking, reversing of vehicles	10
5	Following Road Police Signals / Traffic Signals	10
6	To carry out minor repairs & to attend to breakdown problems	15
7	Knowledge of Motor Vehicle Mechanism	15
8	Knowledge of preventive maintenance	10
	Total	100

(f) Written Examination: Candidates who qualify in the above driving test shall be required to appear for a written examination in one paper (three hours duration) as given below. The syllabus is given in Annexure VIII.

Subject	Maximum Marks
Technical Paper (Objective in nature) (200 questions)	200

Note: (1) The minimum marks to be secured by the candidates in order to qualify in the written examination in the paper is 40% for OCs, 35% for BCs and 30% for SCs/STs/Ex- Servicemen.

(2) Questions in the Paper will be objective in nature and will be set in English, Telugu and Urdu languages. Candidates have to answer the questions on an OMR answer sheet using Blue / Black Ball Point pen only. For this purpose, candidates should bring Blue / Black Ball Point pens along with them.

(g) Selection : The final selection of the candidates will be made strictly on relative merit, as obtained by them based on their score in the written examination (200 marks) for the candidates who qualified in Physical Efficiency Test and Driving Test. The provision of "The Andhra Pradesh Public Employment (Organization of Local cadres and regulation of direct recruitment) Order, 1975", the rule of reservation to local candidates is not applicable.

(xiii) In Sl.No.18

In column (6) for the existing entries of (b), (c) & (d) the following shall be substituted, namely :-

"(b) Preliminary Selection Test: There will be no Preliminary Selection Test. Candidates will have to report for Physical Measurements after registration.

(c) Physical Measurements: The candidates should meet the following requirements

Men :

(i) Height : must not be less than 162 centimeters.

(ii) Chest : must not be less than 84 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters.

Women : Height: must not be less than 152.5 centimeters. in height.

Weight : must not be less than 40 Kgs.

NOTE : However, for the candidates belonging to Scheduled Tribes and Aboriginal Tribes in the Agency areas of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari Districts meet the following requirements:

Men :

(i) Height : must not be less than 160 centimetres.

(ii) Chest : must not be less than 80 centimetres round the chest on full inspiration with a minimum expansion of 3 centimetres.

Women : Height: must not be less than 150 centimetres in height.

Weight : must not be less than 38 Kgs.

(d) Physical Efficiency Test: All candidates declared qualified as above shall be required to attend 1600 Meters run (1 Mile Run) which is qualifying. Male candidate must complete the run in 10 Minutes or less time to qualify. Women candidates shall complete the run in a time of 12 Minutes 30 Seconds or less time to qualify".

(5) Annexure X shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R. ANURADHA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, Printing, Stationery and Stores Purchase, (Ptg.wing) A.P, Hyderabad
(2 copies) for publication of the Notification in the Extra-ordinary Gazette of A.P. with a
request to send 100 copies to Government.
The Director General of Police, Andhra Pradesh, Hyderabad.
The Chairman, State Level Police Recruitment Board, Andhra Pradesh, Hyderabad.
The Chairman, Andhra Pradesh Public Service Commission, Hyderabad.
Copy to:
P.S. to Principal Secretary to C.M.
P.S. to Chief Secretary to Government.
OSD to Hon'ble Dy.C.M./M(Home)
P.S. to Principal Secretary to Government, Home Department.
P.A. to Special Secretary to Government.
Law Department.
General Administration (Ser.C) Department.
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER

PSO 744-20

Monthly Statements to be sent through intranet and hard copy to DCRB/CCRB/RCRB by SHO

Statement No. CONTENTS

Objective : To analyze the crime pattern and to take preventive action at various levels

1. Monthly comparative statement of crime for the month, previous month & corresponding month of last year (to br displayed at each Police Station) .....
2. Monthly comparative statement of crimes registered up to the end of with corresponding period of last year and before last year .....
3. Monthly statement showing the other IPC .....
4. Monthly comparative statement of crime for the last 3 years and for the current month .....
5. Monthly statement of crime progress .....
6. Monthly statement showing the P.T cases .....
7. Monthly statement showing the U.I. cases .....
8. Monthly statement of progress of sessions trial cases .....
9. Monthly statement of cases disposed of by court .....
10. Monthly statement of number of accused arrested .....
11. Monthly statement of NBWs/summons executed/served .....
12. Monthly statement of review of U.I. Cases .....
13. Monthly statement of review of pending trial cases .....
14. Monthly comparative statement of crime against women for the month, previous month and corresponding month of last year .....
15. Monthly comparative statement of crime against women for the previous three years and current year .....
16. Monthly statement of crime progress for crime against women .....
17. Monthly comparative statement of crime against SCs/STs for three years .....
18. Monthly statement of crime progress for crime against SCs/STs .....
19. Monthly statement of vehicle wise road accidents .....
20. Monthly statement of cases booked under gambling , matka and other social evils .....
21. Monthly statement of murders (M.O. Wise) .....

22. Monthly statement of dacoities (M.O. Wise) .....

23. Monthly statement of robberies (M.O. Wise) .....

24. Monthly statement of burglaries (M.O. Wise) .....

25. Monthly statement of riotings (M.O. Wise) .....

26. Monthly statement of rape cases (M.O. Wise) .....

27. Monthly statement of offenders relation, nearness to rape victims .....

28. Monthly comparative statement of economic offences for the month, previous month and corresponding month of last year, ...

29. Monthly comparative statement of economic offences up to the end of march, with corresponding period of last year and before last year .....

30. Monthly statement of particulars of cases registered, victims rescued, traffickers and customers arrested under Immoral Traffic (prevention) Act. 1956

Form No. 183

STATEMENT-I

COMPARATIVE STATEMENT OF CRIME FOR THE MONTH_____, PREVIOUS MONTH & CORRESPONDING MONTH OF LAST YEAR

S.No.	CRIME HEAD	MONTH UNDER REVIEW FOR THE MONTH _____										PREVIOUS MONTH										CORRESPONDING MONTH OF PREVIOUS YEAR ____									
		REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI
1	Murder for gain																														
2	Dacoity																														
3	Robbery																														
4	H.Bs by Day																														
5	H.Bs by Night																														
6	Ordinary Thefts																														
7	Murders																														
8	C.Homicides																														
9	Riotings																														
10	Kidnappings																														
11	Rape																														
12	Griev. Hurts																														
13	Simple Hurts																														
14	Cheatings																														
15	C.B.of Trust																														
16	C.F.Currency (F.I,.C.N)																														
17	S.Drugs, Stupefying drugs (328 IPC)																														
18	307 IPC																														
19	FATAL ACCIDENTS(304(A) IPC)																														
20	NON FATAL ACCIDENTS(337,338 IPC)																														
21	Other IPC																														
22	SLL																														
23	U/S 106 Cr.PC																														
24	U/S 107 Cr.PC																														
25	U/S 108 Cr.PC																														
26	U/S 109 Cr.PC																														
27	U/S 110 Cr.PC																														
28	Property Lost																														
29	Property Recovered																														
30	Property Percentage																														
	Total Cognizable Crime under IPC																														

Form No. 183 Contd.

STATEMENT - II

COMPARATIVE STATEMENT OF CRIMES REGISTERED UP TO THE END OF ..... WITH CORRESPONDING PERIOD OF LAST YEAR AND BEFORE LAST YEAR OF .....

S.No.	CRIME HEAD	DURING THE YEAR UP TO THE END OF..... (Current Month)										CORRESPONDING PERIOD OF LAST YEAR										CORRESPONDING BEFORE LAST YEAR									
		REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI
1	Murder for gain																														
2	Dacoity																														
3	Robbery																														
4	H.Bs by Day																														
5	H.Bs by Night																														
6	Ordinary Thefts																														
7	Murders																														
8	C.Homicides																														
9	Riotings																														
10	Kidnappings																														
11	Rape																														
12	Griev. Hurts																														
13	Simple Hurts																														
14	Cheatings																														
15	C.B.of Trust																														
16	C.F.Currency																														
17	S.Drugs																														
18	307 IPC																														
19	FATAL ACCIDENTS(304(A) IPC)																														
20	NON FATAL ACCIDENTS(337,338 IPC)																														
21	Other IPC																														
22	SLL																														
23	U/S 106 Cr.PC																														
24	U/S 107 Cr.PC																														
25	U/S 108 Cr.PC																														
26	U/S 109 Cr.PC																														
27	U/S 110 Cr.PC																														
28	Property Lost																														
29	Recovered																														
30	Percentage																														
	Total Cognizable Crime under IPC																														

Form No. 183 Contd.

STATEMENT - II (A)				
STATEMENT SHOWING THE OTHER IPC FOR THE MONTH OF ..... YEAR OF				
Sl. No.	**Section of Law**	**No.of Cases Reported during the current month under Review**	**No. of Cases Reported during the Previous Month**	**No. of cases reported during the corresponding month of previous year**
1	304 (B) IPC			
2	306 IPC			
3	332 IPC			
4	341,342 IPC			
5	353 IPC			
6	354 IPC			
7	386 IPC			
8	435, 436 IPC			
9	447,448 IPC			
10	494,497 IPC			
11	498 (A) IPC			
12	503& 506 IPC			
13	509 IPC			
14	OTHER IPC (Which do not fall in the above sections of law)			
Total				

Form No. 183 Contd.

STATEMENT - III

COMPARATIVE STATEMENT OF CRIME FOR THE LAST THREE YEARS FOR THE CURRENT MONTH OF ..... YEAR OF .....

S.No.	CRIME HEAD	Previous Year										Previous Year										Current Year									
		REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI
1	Murder for gain																														
2	Dacoity																														
3	Robbery																														
4	H.Bs by Day																														
5	H.Bs by Night																														
6	Ordinary Thefts																														
7	Murders																														
8	C.Homicides																														
9	Riotings																														
10	Kidnappings																														
11	Rape																														
12	Griev. Hurts																														
13	Simple Hurts																														
14	Cheatings																														
15	C.B.of Trust																														
16	C.F.Currency																														
17	S.Drugs																														
18	307 IPC																														
19	FATAL ACCIDENTS(304(A) IPC)																														
20	NON FATAL ACCIDENTS(337,338 IPC)																														
21	Other IPC																														
22	SLL																														
23	U/S 106 Cr.PC																														
24	U/S 107 Cr.PC																														
25	U/S 108 Cr.PC																														
26	U/S 109 Cr.PC																														
27	U/S 110 Cr.PC																														
28	Property Lost																														
29	Recovered																														
30	Percentage																														
	Total Cognizable Crime under IPC																														

Form No. 183 Contd.

STATEMENT - IV

MONTHLY STATEMENT OF CRIME PROGRESS FOR THE MONTH OF ..... YEAR OF .....

		PREVIOUS YEARS									MONTHLY STATEMENT OF CRIME PROGRESS FOR THE CURRENT MONTH OF									TOTAL P.T. CASES (10+19)	TOTAL U.I. CASES (11+20)
Sl. No.	HEAD OF CRIME.	No. of Cases pending previous year for beginning of the year	CON	ACQ	COMP	UN	TOTAL Col. No. (4 to 7)	MF/F	PT	UI	No. of cases Registered during the year upto the end of month..... Year.....	CON	ACQ	COMP	UN	TOTAL Col. No. 13 to 16	MF/F	PT	UI		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	Murder for gain																				
2	Dacoity																				
3	Robbery																				
4	H.Bs by Day																				
5	H.Bs by Night																				
6	Ordinary Thefts																				
7	Murders																				
8	C.Homicides																				
9	Riotings																				
10	Kidnappings																				
11	Rape																				
12	Griev. Hurts																				
13	Simple Hurts																				
14	Cheatings																				
15	C.B.of Trust																				
16	C.F.Currency																				
17	S.Drugs																				
18	307 IPC																				
19	FATAL ACCIDENTS(304(A) IPC)																				
20	NON FATAL ACCIDENTS(337,338 IPC)																				
21	Other IPC																				
	Total Cognizable Crime under IPC																				

Form No. 183 Contd.

STATEMENT- V(A)

STATEMENT SHOWING THE P.T CASES FOR THE MONTH OF.....YEAR OF .....

Sl. No	HEAD OF THE CRIME	-1982 and	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Total (3 to 33)	2013	2014	2015	Upto 2016	TOTAL PT
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
1	Murder for gain																																					
2	Dacoity																																					
3	Robbery																																					
4	H.Bs by Day																																					
5	H.Bs by Night																																					
6	Ordinary Thefts																																					
7	Murders																																					
8	C.Homicides																																					
9	Riotings																																					
10	Kidnappings																																					
11	Rape																																					
12	Griev. Hurts																																					
13	Simple Hurts																																					
14	Cheatings																																					
15	C.B.of Trust																																					
16	C.F.Currency																																					
17	S.Drugs																																					
18	307 IPC																																					
19	FATAL ACCIDENTS(304(A) IPC)																																					
20	NON FATAL ACCIDENTS(337,338 IPC)																																					
21	Other IPC																																					
Total Cognizable Crime under IPC																																						

Form No. 183 Contd.

STATEMENT- V(B)

STATEMENT SHOWING THE U.I.CASES FOR THE MONTH OF .....YEAR OF.....

Sl. No	HEAD OF THE CRIME	-1982 and	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Total (3 to 33)	2013	2014	2015	Upto 2016	TOTAL UI
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
1	Murder for gain																																					
2	Dacoity																																					
3	Robbery																																					
4	H.Bs by Day																																					
5	H.Bs by Night																																					
6	Ordinary Thefts																																					
7	Murders																																					
8	C.Homicides																																					
9	Riotings																																					
10	Kidnappings																																					
11	Rape																																					
12	Griev. Hurts																																					
13	Simple Hurts																																					
14	Cheatings																																					
15	C.B.of Trust																																					
16	C.F.Currency																																					
17	S.Drugs																																					
18	307 IPC																																					
19	FATAL ACCIDENTS(304(A) IPC)																																					
20	NON FATAL ACCIDENTS(337,338 IPC)																																					
21	Other IPC																																					
Total Cognizable Crime under IPC																																						

Form No. 183 Contd.

STATEMENT-VI

Progress of Sessions trial cases for the month .....year of.....

No.of cases posted for trial during the month	No. of cases in which trial conducted	No. of cases in which trail posted, but not conducted	No. of accused attending trial					No. of witnesses			No. of IOs			Officers attending Court			
			in Jud. Custody		On bail												
			Present	Absent	Present	Absent	Absconding	Summoned	present	Examined	Summoned	Present	Examinaed	CI	SI	ASI/HC	PC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

STATEMENT-VII

CASES DISPOSED OF BY COURT DURING THE MONTH OF .....YEAR OF .....

No of cases IPC disposed of during the month.....									Total No. of cases Pending at the end of month..... IPC Cases			
Sessions/Addl. Sessions, Sub judges courts		Judicial First class Magistrate courts			Other Courts			Total Cases disposed	Sessions/ Addl. Sessions, Sub Judge courts	Judicial First class Magistrate	other courts	Total cases, courts pending
con	Acq/Dis	con	Acq/Dis	comp	con	Acq/Dis	comp					
1	2	3	4	5	6	7	8	9	10	11	12	13
									HINT Stat-V-A			

Form No. 183 Contd.

STATEMENT-VIII							
NUMBER OF ACCUSED ARRESTED FOR THE MONTH OF ……YEAR OF…….							
A				B			
In all the cognizable cases reported during the month…….				In all the pending UI/PT cases of previous months/years…….			
Total No. of accused wanted	Total no. of accused arrested during the month	Total No.of accused Surrendered to court	Total No of accused granted Anticipatory Bails by courts	Total No. of accused wanted	Total no. of accused arrested during the month	Total No.of accused surrendered to court	Total No of accused granted anticipatory bails by courts
1	2	3	4	5	6	7	8

STATEMENTS-IX									
NBWs/SUMMONED EXECUTED/SERVED FOR THE MONTH OF ……. YEAR OF…….									
Non-Bailable warrants					Summons				
Pending at beginning of the month	Received during the month	Executed during the month	Return to Court	**Pending execution at the end of the month**	Pending at beginning of the month	Received during the month	Served during the month	Return to Court	**Pending service on the end of the month**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**

Form No. 183 Contd.

STATEMENT-X

REVIEW OF U.I. CASES FOR THE MONTH OF …… Year……

No. of all UI Cases pending at the beginning of the month	cases reported during the month	Total UI cases	Cases Referred by the Police during the month	Cases Charged during the month	Cases still **UI** at the end of the month	**Number of pending cases- Reason wise.**						
						For arrest of accused	For MC/ PME report	For FSL reports	Sanction for prosecution	Due to court stay orders	For want of records from other Depts.	Any other reason
1	2	3	4	5	6	7	8	9	10	11	12	13

STATEMENT-XI

REVIEW OF PENDING TRIAL CASES FOR THE MONTH OF …….

No. of cases pending trial at the beginning of the month	Cases charged during the month	Total PT Cases	Cases disposed of during the month	Cases PT at the end of the month	Number of cases pending trial reason-wise.					No.of PT. cases in which trial not commenced within 2 years of filing charge sheet	No.of P.T. Cases which can be compounded by Lok-Adalath
					For want of accused	Due to court stay orders	For Non-Attendance of witnesses	For Non-Attendance of IOs	Any other reason witnesses		
1	2	3	4	5	6	7	8	9	10	11	12

Form No. 183 Contd.

STATEMENT-XII

COMPARATIVE STATEMENT OF CRIME AGAINST WOMEN FOR THE CURRENT MONTH....., PREVIOUS MONTH & CORRESPONDING MONTH OF LAST YEAR.....

SL NO	HEAD OF THE CRIME	MONTH UNDER REVIEW FOR THE CURRENT MONTH.....										PREVIOUS MONTH.....										CORRESPONDING MONTH OF PREVIOUS YEAR.....									
		REP	FAL	TRU	CH	CON	ACQ	COMP	TUN	UREP	FAL	TR	CHA	CON	ACQ	COMP	TUN	UIREP	FAL	TRU	CHA	CON	ACQ	COMP	TUN	UI									
1	Dowry Murders (498(A),302 IPC)																																		
2	Dowry Deaths (304 (B) IPC)																																		
3	Abetment to Suicide (306 IPC)																																		
4	Harassment (498 (A) IPC)																																		
5	Women Murder (302 IPC)																																		
6	D.P. Act (3,4,&6 only DP ACT)																																		
7	Rape (376 IPC+POSCO)																																		
8	Kidnapping (363, 369 IPC)																																		
9	Outraging the modesty of women (354 IPC)																																		
10	Bigamy (494,497 IPC)																																		
	Total																																		

STATEMENT-XII (A)

COMPARATIVE STATEMENT OF CRIME AGAINST WOMEN FOR THEPREVIOUS THREE YEARS AND CURRENT YEAR .....

SL NO	HEAD OF THE CRIME	20.....										20....										20.....										20..... (UPTO MAR)									
		REP	FAL	TR	CH	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI	REP	FAL	TRU	CHA	CON	ACQ	COM	PT	UN	UI
1	Dowry Murders (498(A),302 IPC)																																								
2	Dowry Deaths (304 (B) IPC)																																								
3	Abetment to Suicide (306 IPC)																																								
4	Harassment (498 (A) IPC)																																								
5	Women Murder (302 IPC)																																								
6	D.P. Act (3,4,&6 only DP ACT)																																								
7	Rape (376 IPC+POSCO)																																								
8	Kidnapping (363, 369 IPC)																																								
9	Outraging the modesty of women (354 IPC)																																								
10	Bigamy (494,497 IPC)																																								

Form No. 183 Contd.

STATEMENT-XII (B)

STATEMENT OF CRIME PROGRESS FOR CRIME AGAINST WOMEN UPTO MAR.....YEAR.....

SL NO	HEAD OF THE CRIME	Previous years									CURENT YEAR ..... CURRENT MONTH								
		No. of Cases pending previous year for beginning of the year	CON	ACQ	COMP	UN	Con+Acq+ Comp+UN	MF/F	PT	UI	No. of cases Registered during the year upto the end of	CON	ACQ	COMP	UN	TOTAL Col. No. (4 to 7)	MF/F	PT	UI
1	Dowry Murders (498(A),302 IPC)																		
2	Dowry Deaths (304 (B) IPC)																		
3	Abetment to Suicide (306 IPC)																		
4	Harassment (498 (A) IPC)																		
5	Women Murder (302 IPC)																		
6	D.P. Act (3,4,&6 only DP ACT)																		
7	Rape (376 IPC+POSCO)																		
8	Kidnapping (363, 369 IPC)																		
9	Outraging the modesty of women (354 IPC)																		
10	Bigamy (494,497 IPC)																		
Total																			

Form No. 183 Contd.

STATEMENT-XII (C)

Statement of Crime against Children for the month of ……..year of ……..

S. No.	CRIME HEAD	for the previous year …….										Up to the cureent month……									
		REP	FAL	TR	CHA	CON	AC	COM	PT	UN	UI	RE	FA	TRU	CH	CON	AC	COM	FT	UN	UI
1	Murder (excluding Infanticide) (Sec. 302 and 303 IPC)																				
2	Infanticide (Sec.315 IPC)																				
3	Rape (Sec.376 IPC)																				
4	Assault on Women (Girl Child) with intent to outrage her Modesty (under Sec.354 IPC)																				
5	Insult to the Modesty of Women (Girls Children) (under Sec.509 IPC)																				
6	Kidnapping & Abduction (Sec.363, 364, 364A, 366, 367, 368 & 369 IPC)																				
7	Foeticide (Sec.315 and 316 IPC)																				
8	Abetment of suicide of child (Sec.305 IPC)																				
9	Exposure and Abandonment (Sec.317 IPC)																				
10	Procuration of minor girls (Sec.366-A IPC)																				
11	Importation of Girls from Foreign Country (Sec.366-B IPC) (under 18 years of age)																				
12	Buying of minors for prostitution (Sec.373 IPC)																				
13	Selling of minors for prostitution (Sec.372 IPC)																				
14	Prohibition of Child Marriage Act, 2006																				
15	Transplantation of Human Organs Act, 1994 (for persons below 18 years of age)																				
16	Child Labour (Prohibition & Regulation) Act, 1986																				
17	Immoral Traffic (Prevention) Act, 1956(under 18 years of age)																				
18	Juveniles Justice (Care and Protection of Children) Act, 2000																				
19	Protection of Children from Sexual Offences Act 2012																				
Total																					

Form No. 183 Contd.

STATEMENT - XIII

COMPARATIVE STATEMENT OF CRIME AGAINST SCs/STs FOR THE MONTH……., PREVIOUS MONTH & CORRESPONDING MONTH OF LAST YEAR……

SL No	HEAD OF THE CRIME	MONTH UNDER REVIEW FOR THE CURRENT MONTH……										PREVIOUS MONTH……										CORRESPONDING MONTH OF PREVIOUS YEAR……									
		REP	FA	TR	CH	CON	AC	COM	PT	UN	UI	REP	FA	TR	CH	CO	ACQ	CO	PT	UN	UI	RE	FAL	TR	CH	CON	AC	CO	PT	UN	UI
1	Murders (302 IPC)																														
2	Rape (376 IPC)																														
3	Hurt (324,326 IPC)																														
4	Arson (435,436 IPC)																														
5	Other IPC																														
6	SC & ST Act																														
7	P.C.R. Act.																														
Total																															

STATEMENT - XIII A

COMPARATIVE STATEMENT OF CRIME AGAINST SCs/STs FOR THREE YEARS ……. AND 20…. (UPTO DEC)

HEAD OF THE CRIME	20….										20…										20….										20…. (UPTO MAR)									
	REP	FA	TR	CH	CO	AC	COM	PT	UN	UI	RE	FAL	TR	CHA	CO	ACQ	CO	PT	UN	UI	RE	FAL	TR	CHA	CO	ACQ	CO	PT	UN	U	RE	FA	TR	CH	CON	AC	COM	PT	UN	UI
Murders (302 IPC)																																							
Rape (376 IPC)																																							
Hurt (324,326 IPC)																																							
Arson (435,436 IPC)																																							
Other IPC																																							
SC & ST Act																																							
P.C.R. Act.																																							
Total																																							

Form No. 183 Contd.

STATEMENT - XIII B

STATEMENT OF CRIME PROGRESS FOR CRIME AGAINST SCs/STs UPTO MAR.....

SL No	HEAD OF THE CRIME	Previous years									20.... (upto .....)								
		No. of Cases pending previous year for beginning of the current year.....	CON	ACQ	COMP	UN	Con+Acq+ Comp+ UN	MF/F	PT	UI	No. of cases Registered during the year upto the end of month	CON	ACQ	COMP	UN	TOTAL Col. No. (4 to 7)	MF/F	PT	UI
1	Murders (302 IPC)																		
2	Rape (376 IPC) (+POCSO)																		
3	Hurt (324,326 IPC)																		
4	Arson (435,436 IPC)																		
5	Other IPC																		
6	SC & ST Act																		
7	P.C.R. Act.																		
Total																			

Statement No. XIV-A

VEHICLE WISE ROAD ACCIDENTS FOR THE MONTH OF .....YEAR OF.....

RTC Buses			Private Buses			Lorries			Light Motor Vehicles			Two Wheelers			Three Wheelers			Others			Total			No. accidents in National Highway	No. accidents in State Highway	No. accidents in other roads
No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	No. of accidents	No. of deaths	No. of injured	Total No. of accidents	Total No. of deaths	Total No. of injured			

STATEMENT NO. XIV (I)

CASES BOOKED UNDER GAMBLING , MATKA AND OTHER SOCIAL EVILS FOR THE MONTH OF MAR..... YEAR OF.....

GAMBLING				MATKA				ORGANISED PROSTITUTION				INDECENT PERFORMANCE		OBSCENE POSTERS/BOOKS		EVE-TEASING		EXHIBITION OF BLUE FILMS		ILLEGAL SALE LOTT. TICKETS	
NO. OF CASES BOOKED	NO. OF ORGANIS. ARRESTED	NO. OF PERSONS ARRESTED	AMOUNT SEIZED	NO. OF CASES BOOKED	NO. OF ORGANIS.ARRESTED	NO. OF PERSONS ARRESTED	AMOUNT SEIZED	NO. OF CASES BOOKED	NO. OF ORGANIS. ARRESTED	NO OF MEN ARRESTED	NO OF WOMEN ARRESTED	NO. OF CASES BOOKED	NO. OF PERSONS ARRESTED	NO. OF CASES BOOKED	NO. OF PERSONS ARRESTED	NO. OF CASES BOOKED	NO. OF PERSONS ARRESTED	NO. OF CASES BOOKED	NO. OF PERSONS ARRESTED	NO. OF CASES BOOKED	NO. OF PERSONS ARRESTED

STATEMENT XIV-II(1) MO WISE

MURDERS (M.O. WISE) FOR THE MONTH OF .....

Murder for gain Profes	Murder for gain Non-Profes	By Extremists	Political	Communal	Inter-caste	Faction	Previous eminity	Family Disputes	Sexual Jealousy	Petty Quarrel	Land disputes	Pro-Disputes	Water Disputes	Sudden Provacation	Sorcery	Dowry	Dec. and Acc. Not know	Dec. Known but Acc. Not known	Other Cases	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

STATEMENT XIV-II(2) MO WISE

DACOITIES (M.O. WISE) FOR THE MONTH OF .....YEAR OF.....

Highway Dacoities								House	Bank	Shop	Petrol Bunk	Fields	Sheep	Other cases	Total
Bus	Lorry	Van / Car	Auto	MC/SC	Cycle	Pedestrain	Running Train								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Form No. 183 Contd.

STATEMENT XIV-II(3) MO WISE

ROBBERIES (M.O. WISE) FOR THE MONTH OF……. YEAR OF……

Highway Robberies								House	Bank	Shop	Petrol Bunk	Fields	Sheep	Other cases	Total
Bus	Lorry	Van / Car	Auto	MC/SC	Cycle	Pedestrain	Running Train								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

STATEMENT XIV-II(4) MO WISE

BURGLARIES (M.O. WISE) FOR THE MONTH OF ……. YEAR OF ……

Burglaries											No of Grave Burglaries
Augul hole	Bolt hole	Door	Man hole / Wall hole	Eaves	Lock Breaking	Roof Hole	Thresh hold	window	Misc	Total	
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**

Form No. 183 Contd.

STATEMENT XIV-II (5) MO WISE

RIOTINGS (M.O. WISE) FOR THE MONTH OF ..... YEAR OF.....

Faction	Political	Extremists	Communal	Pre-enimity	Family Disputes	Sexual Jealousy	Petty Quarrel	Land disputes	Pro-Disputes	Water Disputes	Sorcery	Industrial	Attack on police	Attack on public servant	Student Rivalary	Misc	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

STATEMENT XIV-II(6) MO WISE

RAPE CASES (M.O. WISE) FOR THE MONTH OF ..... YEAR OF .....

Total Rape cases(Including SC & ST Cases)			**SC & ST Rape Cases**		
a) Cases of elopement and false promises of marriage (Major or minor)	b) POCSO / Sexual assault on minors	c) Cases of sexual assault on adult women (excluding a & b)	a) Cases of elopement and false promises of marriage (Major or minor)	b) POCSO / Sexual assault on minors	c) Cases of sexual assault on adult women (excluding a & b)
1	2	3	4	5	6

STATEMENT - XIV (7)

Offenders relation, nearness to rape victims for the month ..... Year of .....

No. of Rape cases	Unkown/Un-Identified Accused	Known Accused							
		Grand Father/Father/ Brother/Son	Close Family members (Other than Col.3)	Relatives (Other than cols. 3 & 4)	Neighbours	Employer/Co-Workers	Live-In Partener/ Husband(seperated)/Ex-Husband	Known Persons on pretext or proimise to marry	Other Known Offenders
1	2	3	4	5	6	7	8	9	10

STATEMENT - XV (1)

COMPARATIVE STATEMENT OF ECONOMIC OFFENCES FOR THE MONTH....., PREVIOUS MONTH & CORRESPONDING MONTH OF LAST YEAR, FOR THE MONTH .....

S.No.	Head of Crime	Current Month.....20.....				Previous Month.....20.....				Corresponding Month of last year .....20.....			
		No. of cases reported	Amount involved	No.of Accused	No. of Victims/ Depositors	No. of cases reported	Amount involved	No.of Accused	No. of Victims/ Depositor	No. of cases reporte	Amount involved	No.of Accused	No. of Victims/ Depositors
1	Cheating/ Misappropriation / Criminal Breach of Trust in an Organised manner (No need to include transaction between two individuals / small groups)												
2	Fraud by chit fund companies (No need to included House hold activities / Neighbourhood chits)												
3	Collective Investment schemes (CIS)such as Agri Gold, Abhaya Gold etc.												
4	Money circulation scheme which are banned under PCMCS(B)Act. Ex: Gold quest, Amway etc.												
5	Bank Frauds(More than 10 Lakhs)												
6	Any other big frauds												

Form No. 183 Contd.

STATEMENT - XV (2)

COMPARATIVE STATEMENT OF ECONOMIC OFFENCES UP TO THE END OF CURRENT WITH CORRESPONDING PERIOD OF LAST YEAR AND BEFORE LAST YEAR

S.No.	Head of Crime	Current month				Previous month				Current month of Previous year			
		No. of cases reported	Amount involved	No.of Accused	No. of Victims/ Depositors	No. of cases reported	Amount involved	No.of Accused	No. of Victims/ Depositors	No. of cases reporte	Amount involved	No.of Accused	No. of Victims/ Depositors
1	Cheating/ Misappropriation / Criminal Breach of Trust in an Organised manner (No need to include transaction between two individuals / small groups)												
2	Fraud by chit fund companies (No need to included House hold activities / Neighbourhood chits)												
3	Collective Investment schemes (CIS)such as Agri Gold, Abhaya Gold etc.												
4	Money circulation scheme which are banned under PCMCS(B)Act. Ex: Gold quest, Amway etc.												
5	Bank Frauds(More than 10 Lakhs)												
6	Any other big frauds												

STATEMENT - XVI

Chain Snatchings for the month of ..... Year of.....							
No. of Cases Registered	Cases Detected	Number of Accused Involved	Number of Accused Arrested	Property Lost	Property Recovered	% of Recovery	UI cases

Forms in 183 A

Statement of Anti Human Trafficking cases Index

Object : To monitor the investigation of human trafficking cases to prevent human trafficking and to bring the traffickers to justice. (Please See PSOs 744-16, 744-17)

Sl.No.

1. cases of human trafficking reported under various sections of IPC &SLL, sex wise persons arrested and their disposal during the month2. .....
2. details on persons under human trafficking and theirs disposal during the month .....
3. periods of imprisonment of persons convicted under human trafficking, brothels closed and property confiscated/attached during the month .....
4. details on victims trafficked, rescued and their nationality under human trafficking in India .....
5. purposes/motives wise details on rescued victims of human trafficking reported during the month .....

Form No. 183 Contd.

STATEMENT - I

PARTICULARS OF CASES REGISTERED, VICTIMS RESCUED, TRAFFICKERS AND CUSTOMERS ARRESTED UNDER IMMORAL TRAFFIC (PREVENTION) ACT. 1956 FOR THE MONTH OF MAR..... YEAR OF.....

No. of Cases registered	No. of Victims Rescued.	Minors	No. of Traffickers and other Exploiters arrested	
			Traffickers	Customers

Form No. 183A Contd.

STATEMENT - II

CASES OF HUMAN TRAFFICKING REPORTED UNDER VARIOUS SECTIONS OF IPC &SLL, SEX WISE PERSONS ARRESTED AND THEIR DISPOSAL DURING THE MONTH

	Total Number of Cases Reported under Human Trafficking and Section wise Offences reported	Cases Reported during the month	Cases Charge sheeted during the month	Cases Disposed off otherwise by Police during the month	Cases Pending for investigation at the end	Cases Convicted by court during the month	Cases Acquitted/ Discharged by court during the month	Cases Pending for trials at the end of the month	Total Number of Persons Arrested				Total Number of Persons Charge sheeted				Total Number of Persons Convicted				Number of person Acquitted/ Discharged by court
									Male	Female	Transgender	Total	Male	Female	Transgender	Total	Male	Female	Transgender	Total	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Total Number of Cases reported under Human Trafficking																				
Sl.No.	Sections of IPC and Acts reported under above reported cases under Trafficking during the month																				
1.1	Indian Penal Code (u/s 34, 344, 363A, 366, 366A, 366B, 370 370A, 371, 372, 373, 376 & 376D) (Sum of 1.1.1 to 1.1.3)																				
1.1.1	U/s370 of IPC																				
1.1.2	u/s 370A of IPC																				
1.1.3	u/s of IPC																				
1.2	No. of cases reported under Immoral Traffic(Prevention) Act (Section 3, 4, 5, 5A, 5B, 5C, 6, 7 & 18)																				
1.3	Bonded Labour System (Abolition) Act (u/s 16, 17, 18, 20 & 23)																				
1.4	Child Labour (Prohibition and Regulation) Act (u/s 14(1), 14(2) & 14(3))																				
1.5	Transplantation of Human Organs Act (u/s 18(1), 18(2), 19, 20, 21(1) & 21(2))																				
1.6	The Prohibition of Child Marriage Act (u/s 9, 10, 11(1) & 11(2))																				
1.7	The Protection of Children from Sexual Offences Act 2012 (under section 4, 5(g), 6, 8, 10 & 17)																				
1.8	The Prevention of Money Laundering Act 2002, 2012 (Under section 3, 4 and other related section of the Act)																				
1.9	SC/ST (Prevention of Atrocities) Act (u/s 3(1)(vi)) -2016																				
1.10	Juvenile Justice (Care & Protection of children) Act (u/s 23, 24(1), 24(2), 25 & 26(Other related amended section))																				
1.11	Other Acts																				
1.12	**Total Offences**																				

Form No. 183A Contd.

STATEMENT - III

DETAILS ON PERSONS INVOLVED UNDER HUMAN TRAFFICKING AND THEIRS DISPOSAL DURING THE MONTH

Sl. No.	Type of Person	Number of Persons Involved									Number of Persons			
		Traffickers	Clientele	Financiers	Spotters	Pimps	Brothel Keepers	Harbourers	Transporters	Sellers	Buyers	Recruiters	Others	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13
1	Persons Arrested													
2	Persons charge sheeted													
3	Persons convicted													
4	Persons Acquitted/ Discharged													
5	Persons against whom history sheets opened													

Form No. 183A Contd.

STATEMENT -III

PERIODS OF IMPRISONMENT OF PERSONS CONVICTED UNDER HUMAN TRAFFICKING, BROTHELS CLOSED AND PROPERTY CONFISCATED/ ATTACHED DURING THE MONTH

S.No.	Sex of Persons Convicted under Human Trafficking	Only Fine Amount	Imprisonment Below 5 years	Imprisonment of 5 years & above - Below 10 years	Imprisonment of 10 years & above	Total Convicts (Col. 1+2+3+4)	Total Number of brothels closed (under section 18 of IT(P) Act) during the month	Proceeds of crimes confisticated / Attached (under section 102 & 452 Cr. P.C.) (inRs.)
		1	2	3	4	5	6	7
1	MALE							
2	FEMALE							
3	TRANSGENDER							
4	**TOTAL (M+F+TR)**							

Form No. 183A Contd.

STATEMENT -IV

DETAILS ON VICTIMS TRAFFICKED, RESCUSED AND THEIR NATIONALITY UNDER HUMAN TRAFFICKING IN INDIA

Sl. No.	Sex	Total Number of Victims Reported Trafficked during the month			Total number of Trafficked Victims Rescued							Nationality of Rescued Victims						Total number of victims Below 18 years, yet to be recovered (Col.1 - 4)	Total number of victims (18 & Above years), yet to be recovered (Col. 2 - 6)	Total Victims yet to be recovered (Col. 16 +17)	Number of victims recomm-ended for compen-sation during the month
					Below 18 years		18 yrs & above		Total Number of Victims Rescued												
		Below 18 years	above 18 years	Total (Col.1 +2)	Out of reported during the month	Out of reported during previous months	Out of reported during the month	Out of reported during previous months	Out of reported during the month (Col. 4+6)	Out of reported during previous months (Col.5+7)	Total (Col.8 +Col. 9)	Indian	Bangladesh	Nepal	Sri Lanka	Other	Total Victims Rescued				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15a	16	17	18	19
1	MALE																				
2	FEMALE																				
3	TRANSGENDER																				
4	**TOTAL (M+F+TR)**																				

Form No. 183A Contd.

STATEMENT - V

PURPOSES/MOTIVES WISE DETAILS ON RESCUED VICTIMS OF HUMAN TRAFFICKING REPORTED DURING THE MONTH

Sl. No.	Sex	Sexual Exploitation for Prostitution	Other Forms of sexual exploitation	Forced Labour	Forced Marriage	Begging	Drug Peddling	Petty Crimes	Domestic Servitude	Removal of Organs	Child Pornography	Any Other reasons	Total
		1	2	3	4	5	6	7	8	9	10	11	12
1	MINOR (Below 18 years)												
1.1	MALE												
1.2	FEMALE												
1.3	TRANSGENDER												
2	ADULT (18 years & above)												
2.1	MALE												
2.2	FEMALE												
2.3	TRANSGENDER												
3	**TOTAL (MINOR+ADULT)**												

Sanctioned and actual strength of Civil Police in AP							
as on 31.12.2015 (Men & Women)							
Sl. No.	**UNITS**	CP/JT.CP/DIG/DCP/SP/ ADDL.SP		ASP & DSP		Inspr/ SI / ASI	
		Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual
1	Kurnool	3	3	16	16	434	427
2	Kadapa	3	3	16	15	329	321
3	Anantapuramu	3	2	17	17	379	377
4	Chittoor	3	3	14	14	304	278
5	Tirupathi-U	5	4	18	18	194	195
6	Guntur-R	4	3	12	13	325	306
7	Guntur-U	4	3	13	12	169	145
8	Nellore	3	2	15	14	317	302
9	Prakasham	4	3	14	13	314	308
10	West Godavari	2	2	12	12	295	288
11	East Godavari	4	3	16	15	392	370
12	Rajahmundry-U	4	4	7	7	143	129
13	Krishna	2	2	13	13	280	275
14	Vijayawada City	7	6	15	15	293	291
15	VSP City	8	8	15	16	342	335
16	VSP Rural	4	4	12	12	241	234
17	Vizianagaram	3	2	12	12	223	218
18	Srikakulam	3	2	12	12	219	206
19	R.P.Vijayawada	1	1	4	4	50	28
20	R.P.Guntakal	1	1	3	3	45	31
	TOTAL :	**71**	**61**	**256**	**253**	**5288**	**5064**

Sl No	UNITS	Officers below ASI		GRAND TOTAL	
		Sanctioned	Actual	Sanctioned	Actual
1	Kurnool	2727	2301	3180	2747
2	Kadapa	2077	1848	2425	2187
3	Anantapuramu	2492	2081	2891	2477
4	Chittoor	1987	1745	2308	2040
5	Tirupathi-U	1279	1165	1496	1382
6	Guntur-R	2131	1780	2472	2102
7	Guntur-U	948	926	1134	1086
8	Nellore	2087	1589	2422	1907
9	Prakasham	2030	1654	2362	1978
10	West Godavari	1936	1722	2245	2024
11	East Godavari	2516	1942	2928	2330
12	Rajahmundry-U	784	621	938	761
13	Krishna	1784	1432	2079	1722
14	Vijayawada City	1610	1385	1925	1697
15	VSP City	1877	1538	2242	1897
16	VSP Rural	1375	1018	1632	1268
17	Vizianagaram	1323	1150	1561	1382
18	Srikakulam	1329	1117	1563	1337
19	R.P.Vijayawada	621	450	676	483
20	R.P.Guntakal	610	423	659	458
	TOTAL :	**33523**	**27887**	**39138**	**33265**

Sl. No.	UNITS	DG/IG/DIG/SP ADDL.S.P.		ASP & DSP		Inspector, SI & ASI		Officers below ASI		GRAND TOTAL	
		Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual
21	C.I.D.	24	18	51	49	332	177	381	276	788	520
22	Intelligence	34	30	61	44	444	263	1472	1009	2011	1346
23	PCS& S	3	2	5	5	14	4	12	6	34	17
24	P.T.Cs. (4)	4	2	17	17	150	116	152	124	323	259
25	Ranges (5)	85	74	279	274	6283	6019	44041	36867	50688	43234
26	Police Academy									0	0
27	Addl.DGP RLY, TRG , PTO , Grey Hounds, BNS & Octopus.	38	32	68	66	1132	898	11658	7909	12896	8905
28	Chief Office	16	12	1	0	0	0	0	0	17	12
	TOTAL	204	170	482	455	8355	7477	57716	46191	65879	54293
	TABLE 24.1(Con)	0	0	0	0	0	0	0	0	0	0
	GRAND TOTAL :	**204**	**170**	**482**	**455**	**8355**	**7477**	**57716**	**46191**	**65879**	**54293**

Sanctioned and Actual Strength of Police (Women) in AP as on 31-12-2015

Sl. No	UNITS	SP / Addl. SP		DSP		Inspector		SI & ASI		Officers below ASI		GRAND TOTAL	
		Sanc	Actual	Sanc	Actual	Sanc	Actual	Sanc	Actual	Sanc	Actual	Sanc	Actual
1	Kurnool	Addl. SP - 7 SP (Non-Cadre) - 1		DSP - 26		2	2	16	10	105	89	157	135
2	Kadapa					2	0	16	9	105	87	123	96
3	Anantapuramu					2	0	16	12	105	96	123	108
4	Chittoor					2	2	16	8	105	91	123	101
5	Tirupathi-U					0	0	22	15	150	108	172	123
6	Guntur-R					2	0	16	11	105	91	123	102
7	Guntur-U					2	1	22	11	150	117	174	129
8	Nellore					2	0	16	9	105	82	123	91
9	Prakasham					0	0	16	9	105	85	121	94
10	West Godavari					2	1	16	14	105	80	123	95
11	East Godavari					2	0	16	9	105	94	123	103
12	Rajahmundry-U					2	0	22	13	150	107	174	120
13	Krishna					2	2	16	13	105	89	123	104
14	Vijayawada City					3	1	29	20	228	170	260	191
15	VSP City					3	4	29	22	228	188	260	214
16	VSP Rural					2	2	16	9	105	82	123	93
17	Vizianagaram					2	1	16	10	105	86	123	97
18	Srikakulam					2	0	16	9	105	87	123	96
19	R.P.Vijayawada					0	0	0	0	0	0	0	0
20	R.P.Guntakal					0	0	0	0	10	7	10	7
	TOTAL :	**8**		**26**		**34**	**16**	**332**	**213**	**2281**	**1836**	**2681**	**2099**

Sanctioned and actual strength of Armed Police in AP as on 31-12-2015 (Men + Women)											
Sl. No	UNITS	Commandant/ Addl.Commandant		AC / DSP		RI /RSI / ARSI		Officers below ARSI		GRAND TOTAL	
		Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual
1	Kurnool	1	1	1	1	76	58	816	707	894	767
2	Kadapa	0	0	2	2	75	64	816	767	893	833
3	Anantapuramu	1	1	1	1	75	67	816	691	893	760
4	Chittoor	1	1	2	2	71	67	768	525	842	595
5	Tirupathi-U	0	0	2	2	49	44	528	382	579	428
6	Guntur-R	1	1	1	1	64	58	674	549	740	609
7	Guntur-U	0	0	1	1	36	34	384	365	421	400
8	Nellore	1	1	2	2	70	66	768	656	841	725
9	Prakasham	1	1	1	1	70	66	778	734	850	802
10	West Godavari	1	1	1	1	45	41	480	378	527	421
11	East Godavari	1	0	1	1	61	58	682	547	745	606
12	Rajamahendravaram	0	0	2	2	28	24	288	276	318	302
13	Krishna	1	1	1	1	45	40	490	322	537	364
14	Vijayawada City	1	1	2	2	72	65	768	650	843	718
15	VSP City	2	2	2	2	80	77	864	710	948	791
16	VSP Rural	0	0	1	1	70	69	790	539	861	609
17	Vizianagaram	0	0	1	0	54	52	576	514	631	566
18	Srikakulam	0	0	1	0	45	44	480	457	526	501
19	R.P.Vijayawada	0	0	0	0	17	9	192	85	209	94
20	R.P.Guntakal	0	0	0	0	17	16	192	79	209	95
21	Intelligence	0	0	0	0	0	0	0	0	0	0
22	P.T.Cs.	0	0	0	0	0	0	0	0	0	0
23	APPA	0	0	0	0	0	0	0	0	0	0
24	Others	0	0	0	0	0	0	0	0	0	0
	TOTAL :	**12**	**11**	**25**	**23**	**1120**	**1019**	**12150**	**9933**	**13307**	**10986**

Sanctioned & actual strength of technical posts in PTO , PRO, FPB & IGP Press as on 31.12.2015

S No	UNITS	DG/IG/DIG/SP / Addl.SP		DSP Cadre		Inspectors/ SI/ASI		Officers below ASI		GRAND TOTAL	
		Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual
1	P.T.O.	2	2	2	2	18	17	396	217	418	238
2	POLICE RADIO ORGN.	4	2	8	8	218	242	587	263	817	515
3	FPB	1	1	1	1	97	48	2	1	101	51
4	IGP PRESS	0	0	1	0	3	2	31	26	35	28
	TOTAL :	**7**	**5**	**12**	**11**	**336**	**309**	**1016**	**507**	**1371**	**832**

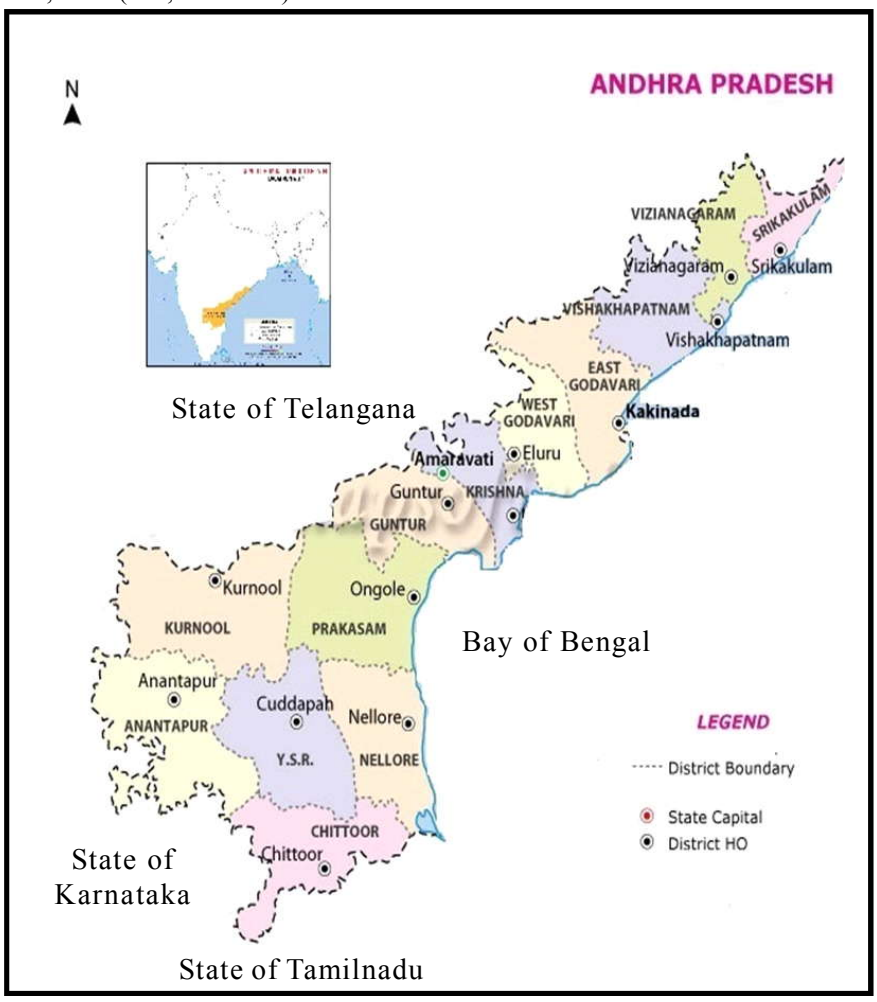
Sanctioned & actual strength of technical posts in PTO , PRO, FPB & IGP Press as on 31.12.2015

S No	UNITS	DG/IG/DIG/SP / Addl.SP		DSP Cadre		Inspectors/ SI/ASI		Officers below ASI		GRAND TOTAL	
		Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual	Sanctioned	Actual
1	P.T.O.	2	2	2	2	18	17	396	217	418	238
2	POLICE RADIO ORGN.	4	2	8	8	218	242	587	263	817	515
3	FPB	1	1	1	1	97	48	2	1	101	51
4	IGP PRESS	0	0	1	0	3	2	31	26	35	28
	TOTAL :	**7**	**5**	**12**	**11**	**336**	**309**	**1016**	**507**	**1371**	**832**

Number of Police stations, Circles and Sub-Divisions in Andhra Pradesh

S No	Name of the Unit	Sub-Divisions	Circles	Police Stations	Law & order	Crime	Traffic PS	Women PS	Marine PS
1	Kurnool	**6**	**31**	**84**	78	1	4	1	0
2	Kadapa	**6**	**16**	**67**	62	1	3	1	0
3	Ananthapur	**8**	**18**	**83**	80	0	2	1	0
4	Chittoor	**4**	**19**	**65**	62	1	1	1	0
5	Tirupathi(U)	**5**	**2**	**25**	20	2	2	1	0
6	Guntur R	**6**	**12**	**68**	62	1	2	1	2
7	Guntur(U)	**4**	**2**	**19**	16	1	1	1	0
8	Nellore	**5**	**15**	**67**	60	1	2	1	3
9	Prakasham	**5**	**14**	**68**	63	1	1	1	2
10	West Godavari	**5**	**16**	**67**	60	1	5	1	0
11	East Godavari	**6**	**21**	**80**	71	3	2	1	3
12	Rajahmundry(U)	**5**	**1**	**18**	12	4	1	1	0
13	Krishna	**5**	**14**	**57**	49	2	2	1	3
14	VJA City	**8**	**2**	**39**	20	12	6	1	0
15	VSP City	**5**	**0**	**33**	23	0	7	1	2
16	VSP Rural	**4**	**16**	**49**	43	1	2	1	2
17	Vizianagaram	**3**	**10**	**46**	42	1	1	1	1
18	Srikakulam	**3**	**12**	**49**	43	1	1	1	3
19	R.P.Vijayawada	**4**	**5**	**15**	15	0	0	0	0
20	R.P. Guntakal	**3**	**7**	**19**	19	0	0	0	0
	TOTAL	**100**	**233**	**1018**	**900**	**34**	**45**	**18**	**21**

Combined state of AP is split into a new state of AP and a new state of Telangana (population ratio of 58.32 : 41.68 as per 2011 censes). New AP State is created MHA GOI notification vide SO No. 655(E) dt. 4-3-2014 which received the assent of President of India on 1-3-2014, as per the AP Reorganisation Act, 2014 (Act, 6 of 2014) with effect from 2-6-2014.



New State of Andhra Pradesh w.e.f. 2-6-2014.

	1. District : Srikakulam
Assembly Constituency	**Mandals**
1. Ichchapuram	Kanchili, Ichchapuram, Kaviti and Sompeta Mandals.
2. Palasa	Palasa, Mandasa and Vajrapukothuru Mandals.
3. Tekkali	Nandigam, Tekkali, Santhabommali and Kotabommali Mandals.
4. Pathapatnam	Pathapatnam, Meliaputti, L.N. Pet, Kothur and Hiramandalam Mandals.
5. Srikakulam	Gara and Srikakulam Mandals.
6. Amadalavalasa	Amadalavalasa, Ponduru, Sarubujjili and Burja Mandals.
7. Etcherla	G. Sigadam, Laveru, Ranastalam and Etcherla Mandals.
8. Narasannapeta	Jalumuru, Narasannapeta, Saravakota and Polaki Mandals.
9. Rajam (SC)	Vangara, Regidi Amadalavalasa, Rajam and Santhakaviti Mandals.
10. Palakonda	(ST) Seethampeta, Bhamini, Palakonda and Veeraghattam Mandals.
	2. District : VIZIANAGARAM
11. Kurupam	(ST) Kurupam, Gummalakshmipuram, Jiyyammavalasa, Komarada and Garugubilli Mandals.
12. Parvathipuram	(SC) Parvathipuram, Seethanagaram and Balijipeta Mandals.
13. Salur	(ST) Salur, Pachipenta, Mentada and Makkuva Mandals.
14. Bobbili	Bobbili, Ramabhadrapuram, Badangi and Therlam Mandals.
15. Cheepurupalli	Merakamudidam, Garividi, Cheepurupalli and Gurla Mandals.
16. Gajapathinagaram	Gajapathinagaram, Bondapalli, Gantyada and DattirajeruMandals; and Vizinigiri, Thandrangi, Jannivalasa, Venne,Sasanapalli, Attada, Bheemasingi, Somayajulapalem, Lotlapalli, Mokhasa Kothavalasa, Kumaram and Annamrajupeta villages of Jami Mandal
17. Nellimarla	Nellimarla, Pusapatirega, Denkada and BhogapuramMandals.
18. Vizianagaram	Vizianagaram Mandal.
19. Srungavarapukota	Srungavarapukota, Vepada, Lakkavarapukota and Kothavalasa Mandals; and Jami Mandal (Except 12 villages i.e. Vizinigiri, Thandrangi, Jannivalasa, Venne, Sasanapalli, Attada, Bheemasingi, Somayajulapalem, Lotlapalli, Mokhasa Kothavalasa, Kumaram and Annamrajupeta).

	3. DISTRICT : VISAKHAPATNAM
20. Bhimili	Anandapuram, Padmanabham, Bheemunipatnam and Visakhapatnam Rural Mandals.
21. Visakhapatnam	East Visakhapatnam (Urban) Mandal (Part) Visakhapatnam (M Corp.)—Ward No.1 to 11 and 53 to 55.
22. Visakhapatnam South	Visakhapatnam (Urban) Mandal (Part) Visakhapatnam (M Corp.)—Ward No.12 to 34, 42 to 43 and 46 to 48.
23. Visakhapatnam North	Visakhapatnam (Urban) Mandal (Part) Visakhapatnam (M Corp.)—Ward No.36 to 41, 44 to 45 and 49 to 52.
24. Visakhapatnam	West Visakhapatnam (Urban) Mandal (Part) Visakhapatnam (M Corp.)—Ward No.35 and 56 to 71.
25. Gajuwaka	Gajuwaka Mandal (Including Gajuwaka Municipality).
26. Chodavaram	Chodavaram, Butchayyapeta, Ravikamatham and Rolugunta Mandals.
27. Madugula	Madugula, Cheedikada, Devarapalle and K. Kotapadu Mandals.
28. Araku Valley (ST)	Munchingiputtu, Pedabayalu, Dumbriguda, Araku Valley, Hukumpeta and Ananthagiri Mandals.
29. Paderu (ST)	Paderu, G. Madugula, Chintapalle, Gudem Kotha Veedhi and Koyyuru Mandals.
30. Anakapalle	Kasimkota and Anakapalle Mandals.
31. Pendurthi	Pedagantyada (excluding areas included in Gajuwaka Municipality), Paravada, Sabbavaram and Pendurthi Mandals.
32. Yelamanchili	Rambilli, Munagapaka, Atchutapuram and Yelamanchili Mandals.
33. Payakaraopet	(SC) Kotauratla, Nakkapalle, Payakaraopeta and S. Rayavaram Mandals.
34. Narsipatnam	Nathavaram, Golugonda, Narsipatnam and Makavarapalem Mandals.
	4. DISTRICT : EAST GODAVARI
35. Tuni	Thondangi, Kotananduru and Tuni Mandals.
36. Prathipadu	Sankhavaram, Prathipadu, Yeleswaram and Rowthulapudi Mandals.
37. Pithapuram	Gollaprolu, Pithapuram and Kothapalle Mandals.
38. Kakinada Rural	Karapa and Kakinada Rural Mandals. Kakinada Urban Mandal (Part)Kakinada Urban (M) (Part) Kakinada (M) - Ward No.66 to 70.
39. Peddapuram	Samalkota and Peddapuram Mandals.
40. Anaparthy	Pedapudi, Biccavolu, Rangampeta and AnaparthyMandals.
41. Kakinada City	Kakinada Urban Mandal (Part) Kakinada Urban (M) (Part)Kakinada (M) - Ward No.1 to 65.

42.	Ramachandrapuram	Kajuluru, Ramachandrapuram and Pamarru Mandals.
43.	Mummidivaram	Polavaram, Mummidivaram, Thallarevu and Katrenikona Mandals.
44.	Amalapuram	(SC) Uppalaguptam, Allavaram and Amalapuram Mandals.
45.	Razole (SC)	Razole, Malikipuram and Sakhinetipalle Mandals.Mamidikuduru Mandal (Part) Mamidikuduru, Geddada, Edarada, Komarada, Magatapalle and Gogannamatham Villages.
46.	Gannavaram	(SC) P.Gannavaram, Ambajipeta and Ainavilli Mandals. Mamidikuduru Mandal (Part) Pedapatnam, Appanapalle, Botlakurru Doddavaram, Pasarlapudi, Pedapatnam, Nagaram, Mogalikuduru, Makanapalem, Lutukurru, Pasarlapudilanka and Adurru Villages.
47.	Kothapeta	Ravulapalem, Kothapeta, Atreyapuram and Alamuru Mandals.
48.	Mandapeta	Mandapeta, Rayavaram and Kapileswarapuram Mandals
49.	Rajanagaram	Rajanagaram, Seethanagaram and Korukonda Mandals.
50.	Rajahmundry	City Rajahmundry Urban Mandal (Part) Rajahmundry (M Corp.) (Part) Rajahmundry (M Corp.) - Ward No. 7 to 35 and 42 to 89.
51.	Rajahmundry Rural	Kadiam and Rajahmundry Rural Mandals. Rajahmundry Urban Mandal (Part) ajahmundry (M Corp.) (Part) Rajahmundry (M Corp.) - Ward No.1 to 6, 36 to 41 and 90.
52.	Jaggampeta	Gokavaram, Jaggampeta, Gandepalle and Kirlampudi Mandals.
53.	Rampachodavaram	(ST) Maredumilli, Devipatnam, Y. Ramavaram, Addateegala,Gangavaram, Rampachodavaram and Rajavommangi Mandals.
		5. DISTRICT : WEST GODAVARI
54.	Kovvur (SC)	Kovvur, Chagallu and Tallapudi Mandals.
55.	Nidadavole	Nidadavole, Undrajavaram and Peravali Mandals.
56.	Achanta	Penugonda, Achanta and Penumantra Mandals. Poduru Mandal (Part) Kavitam, Jagannadhapuram, Pandithavilluru, Miniminchilipadu, Poduru, Pemmarajupolavaram and Gummaluru Villages.
57.	Palacole	Palacole and Yelamanchili Mandals. Poduru Mandal (Part) Kommuchikkala, Vedangi, Jinnuru, Mattaparru, Penumadam, Ravipadu and Vaddiparru Villages.
58.	Narasapuram	Mogalthur and Narasapuram Mandals.

59.	Bhimavaram	Veeravasaram and Bhimavaram Mandals. Bhimavaram (M+OG) Bhimavaram (M) - Ward No. 1 to 27 China-Amiram (OG) (Part) - Ward No. 28 Rayalam (R) (OG) (Part) - Ward No. 29.
60.	Undi	Kalla, Palacoderu, Undi and Akividu Mandals.
61.	Tanuku	Tanuku, Attili and Iragavaram Mandals.
62.	Tadepalligudem	Tadepalligudem and Pentapadu Mandals.
63.	Unguturu	Unguturu, Bhimadole, Nidamarru and Ganapavaram Mandals
64.	Denduluru	Pedavegi, Pedapadu and Denduluru Mandals. Eluru Mandal (Part). Malkapuram, Chataparru, Jalipudi, Katlampudi, Madepalli, Manuru, Sreeparru, Kalakurru, Komatilanka, Gudivakalanka, Kokkirailanka, Pydichintapadu and Prathikolla lanka Villages.
65.	Eluru	Eluru Mandal (Part) Eluru (M) (Part) Eluru (M) - Ward No. 1 to 28 Eluru Mandal (Part) Eluru Mandal (OG) (Part) Satrampadu (OG) - Ward No.29 Gavaravaram (OG) - Ward No.30 Tangellamudi (R) (OG) - Ward No.31 Komadavolu (OG) (Part) - Ward No.32 Eluru (R) (OG) (Part) - Ward No.33 Eluru Mandal (Part) Chodimella, Sanivarapupeta, Eluru (Rural), Komadavole (Rural) and Ponangi Villages.
66.	Gopalapuram	(SC) Dwaraka Tirumala, Nallajerla, Devarapalli and Gopalapuram Mandals.
67.	Polavaram (ST)	Polavaram, Buttayagudem, Jeelugumilli, Koyyalagudem and T.Narasapuram Mandals.
68.	Chintalapudi (SC)	Chintalapudi, Lingapalem, Kamavarapukota and Jangareddigudem Mandals.
		6. DISTRICT : KRISHNA
69.	Tiruvuru	(SC) Vissannapet, Gampalagudem, Tiruvuru and A.Konduru Mandals.
70.	Nuzvid	Agiripalli, Chatrai, Musunuru and Nuzvid Mandals.
71.	Gannavaram	Bapulapadu, Gannavaram and Unguturu Mandals Vijayawada (Rural) Mandal (Part) Ambapuram, Phiryadi Nainavaram, Pathapadu, Nunna, Enikepadu, Nidamanuru, Done Atkuru, Gudavalli, Prasadampadu and Ramavarappadu Villages.
72.	Gudivada	Gudlavalleru, Gudivada and Nandivada Mandals.
73.	Kaikalur	Mandavalli, Kaikalur, Kalidindi and Mudinepalle Mandals.
74.	Pedana	Gudur, Pedana, Bantumilli and Kruthivennu Mandals.
75.	Machilipatnam	Machilipatnam Mandal.
76.	Avanigadda	Challapalli, Mopidevi, Avanigadda, Nagayalanka, Koduru and Ghantasala Mandals.
77.	Pamarru	(SC) Pamarru, Thotlavalluru, Pamidimukkala, Movva and Pedaparupudi Mandals.

78.	Penamaluru	Kankipadu, Vuyyuru and Penamaluru Mandals.
79.	Vijayawada West	Vijayawada Urban Mandal (Part) Vijayawada Urban (M.Corp) (Part) Vijayawada (M Corp.) - Ward No.1 to 13, 15 to 19, 75 and 76.
80.	Vijayawada Central	Vijayawada Urban Mandal (Part) Vijayawada Urban (M.Corp) (Part) Vijayawada (M Corp.) - Ward No.14, 20 to 31, 33 to 35, 42 to 44, 49, 77 and 78.
81.	Vijayawada East	Vijayawada Urban Mandal (Part) Vijayawada Urban (M.Corp) (Part) Vijayawada (M Corp.) Ward No. 32, 36 to 41, 45 to 48 and 50 to 74.
82.	Mylavaram	Ibrahimpatnam, G.Konduru, Mylavaram and Reddigudem Mandals. Vijayawada (Rural) Mandal (Part) Kotturu, Tadepalle, Vemavaram, Shabada, Paidurupadu, Rayanapadu, Gollapudi and Jakkampudi Villages. 83. Nandigama (SC) Kanchikacherla, Chandarlapadu and Veerullapadu Mandals. Nandigama Mandal (Part) Pedavaram, Thakkellapadu, Munagacherla, Latchapalem, Lingalapadu, Adiviravulapadu, Chandapuram, Kethaveeruni Padu, Kanchela, Ithavaram, Ambarupeta, Nandigama, Satyavaram, Pallagiri and Raghavapuram Villages.
84.	Jaggayyapeta	Vatsavai, Jaggayyapeta and Penuganchiprolu Mandals Nandigama Mandal (Part) Magallu, Konduru, Ramireddipalle, Jonnalagadda, Konathamatmakuru, Torragudipadu, Damuluru, Somavaram, Rudravaram and Gollamudi Villages.
		7. DISTRICT : GUNTUR
85.	Pedakurapadu	Bellamkonda, Atchampet, Krosuru, Amaravathi and Pedakurapadu Mandals.
86.	Tadikonda	(SC) Tulluru, Tadikonda, Phirangipuram and Medikonduru Mandals.
87.	Mangalagiri	Tadepalli, Mangalagiri and Duggirala Mandals.
88.	Ponnuru	Ponnuru, Chebrolu and Pedakakani Mandals.
89.	Vemuru	(SC) Vemuru, Kolluru, Tsunduru, Bhattiprolu and Amarthaluru Mandals.
90.	Repalle	Nizampatnam, Nagaram, Cherukupalli and Repalle Mandals.
91.	Tenali	Kollipara and Tenali Mandals.
92.	Bapatla	Bapatla, Pittalavanipalem and Karlapalem Mandals.
93.	Prathipadu	(SC) Guntur Mandal (except M.Corp.) Vatticherukuru, Prathipadu, Pedanandipadu and Kakumanu Mandals.

94. Guntur	West Guntur Mandal (Part) Guntur (M. Corp) (Part) Guntur (M Corp.) - Ward No.1 to 6 and 24 to 28.
95. Guntur East	Guntur Mandal (Part) Guntur (M. Corp) (Part) Guntur (M Corp.) - Ward No.7 to 23. 1 2
96. Chilakaluripet	Nadendla, Chilakaluripet and Edlapadu Mandals.
97. Narasaraopet	Rompicherla and Narasaraopet Mandals.
98. Sattenapalle	Sattenapalli, Rajupalem, Nekarikallu and Muppalla Mandals.
99. Vinukonda	Bollapalli, Vinukonda, Nuzendla, Savalyapuram and Ipur Mandals.
100. Gurajala	Gurajala, Dachepalli, Piduguralla and Machavaram Mandals.
101. Macherla	Macherla, Veldurthi, Durgi, Rentachintala and Karempudi Mandals.
	8. DISTRICT : PRAKASAM
102. Yerragondapalem (SC)	Yarragondapalem and Pedda Araveedu, Pullalacheruvu, Tripuranthakam, Dornala and Peda Araveedu Mandals.
103. Darsi	Donakonda, Kurichedu, Mundlamuru, Darsi and Thallur Mandals.
104. Parchur	Yeddanapudi, Parchur, Karamchedu, Inkollu, Chinaganjam and Martur Mandals.
105. Addanki	J. Panguluru, Addanki, Santhamaguluru, Ballikurava and Korisapadu Mandals.
106. Chirala	Chirala and Vetapalem Mandals.
107. Santhanuthalapadu (SC)	Naguluppalapadu, Maddipadu, Chimakurthi and Santhanuthalapadu Mandals.
108. Ongole	Ongole and Kothapatnam Mandals.
109. Kandukur	Kandukur, Lingasamudram, Gudluru, Ulavapadu and Volivetivaripalem Mandals.
110. Kondapi (SC)	Singarayakonda, Kondapi, Tangutur, Jarugumalli, Ponnaluru and Marripudi Mandals.
111. Markapuram	Konakanamitla, Podili, Markapur and Tarlupadu Mandals.
112. Giddalur	Bestavaripeta, Racherla, Giddalur, Komarolu, Cumbum and Ardhaveedu Mandals.
113. Kanigiri	Hanumanthunipadu, Chandrasekharapuram, Pamur, Veligandla, Pedacherlopalle and Kanigiri Mandals.
	9. DISTRICT : NELLORE
114. Kavali	Kavali, Bogole, Allur and Dagadarthi Mandals.
115. Atmakur	Chejerla, Atmakur, Anumasamudrampeta, Marripadu, Sangam and Ananthasagaram Mandals.
116. Kovur	Vidavalur, Kodavalur, Kovur, Buchireddipalem and Indukurpet Mandals.
117. Nellore City	Nellore Mandal (Part) Nellore Mandal (M+OG) (Part) Nellore (M)—Ward No.1 to 15, 27, 28 and 31 to 44.

118. Nellore Rural	Nellore Mandal (Part) Golla Kandukur, Sajjapuram, Vellanti, Kandamur, Upputur, South Mopur, Mogallapalem, Mattempadu, Amancherla, Mannavarappadu, Mulumudi, Devarapalem, Pottepalem, Akkacheruvupadu, Ogurupadu, Ambapuram, Donthali, Buja, Allipuram (Rural), Gudipallipadu, Pedda, Cherukur, Chintareddipalem, Visavaviletipadu, Gundlapalem, Kakupalle-I, Kakupalle-II (Madaraja Gudur) and Penubarthi Villages. Nellore Mandal (M+OG) (Part) Nellore (M) - Ward No. 16 to 26, 29 and 30 Allipuram (OG) (Part) - Ward No. 45 Kallurpalle (OG) (Part) - Ward No. 46 Buja Buja Nellore (OG) (Part) - Ward No. 47 Nellore (Bit.1) (OG) -Ward No. 48.
119. Sarvepalli	Podalakur, Thotapalligudur, Muthukur, Venkatachalam and Manubolu Mandals.
120. Gudur (SC)	Gudur, Chillakur, Kota, Vakadu and Chittamur Mandals.
121. Sullurpeta (SC)	Ojili, Naidupet, Pellakur, Doravarisatram, Sullurpeta and Tada Mandals.
122. Venkatagiri	Kaluvoya, Rapur, Sydapuram, Dakkili, Venkatagiri and Balayapalle Mandals.
123. Udayagiri	Jaladanki, Seetharamapuram, Udayagiri, Varikuntapadu, Vinjamur, Duttalur, Kaligiri and Kondapuram Mandals.
	10. DISTRICT : KADAPA
124. Badvel	(SC) Kalasapadu, B.Kodur, Sri Avadhutha Kasinayana, Porumamilla, Badvel, Gopavaram and Atlur Mandals.
125. Rajampet	Sidhout, Vontimitta, Nandalur, Rajampet, Veeraballe and T Sundupalle Mandals.
126. Kadapa	Kadapa Mandal.
127. Kodur	(SC) Penagalur, Chitvel, Pullampeta, Obulavaripalle and Kodur Mandals.
128. Rayachoti	Sambepalle, Chinnamandem, Rayachoti, Galiveedu, Lakkireddipalli and Ramapuram Mandals.
129. Pulivendla	Simhadripuram, Lingala, Thondur, Pulivendla, Vemula, Vempalle and Chakrayapet Mandals.
130. Kamalapuram	Pendlimarri, Chinthakommadinne, Kamalapuram, Vallur, Veerapunayunipalle and Chennur Mandals.
131. Jammalamadugu	Peddamudium, Mylavaram, Kondapuram, Jammalamadugu, Muddanur and Yerraguntla Mandals.
132. Proddatur	Rajupalem and Proddatur Mandals.
133. Mydukur	Duvvur, S.Mydukur, Khajipet, Brahmamgarimattam and Chapad Mandals.
	11. DISTRICT : KURNOOL
134. Allagadda	Sirvel, Allagadda, Dornipadu, Uyyalawada, Chagalamarri and Rudravaram Mandals.
135. Srisailam	Srisailam, Atmakur, Velgode, Bandi Atmakur and Mahanandi Mandals.
136. Nandikotkur	(SC) Nandikotkur, Pagidyala, J. Bungalow, Kothapalle, Pamulapadu and Midthur Mandals.
137. Kurnool	Kurnool Mandal (Part) Kurnool (M Corp.) (Part) Kurnool (M Corp.) - Ward No.1 to 69.

138. Panyam	Kallur, Orvakal, Panyam and Gadivemula Mandals.
139. Nandyal	Nandyal and Gospadu Mandals.
140. Banaganapalle	Banaganapalle, Owk, Koilkuntla, Sanjamala and Kolimigundla Mandals.
141. Dhone	Bethamcherla, Dhone and Peapally Mandals.
142. Pattikonda	Krishnagiri, Veldurthi, Pattikonda, Maddikera and Tuggali Mandals.
143. Kodumur (SC)	C.Belagal, Gudur and Kodumur Mandals. Kurnool Mandal (Part) R.Kanthalapadu, Sunkesula, Remata, Ulchala,
	Basavapuram, Edurur, G. Singavaram, Nidzur, Munagalapadu, Mamidalapadu, Panchalingala, E.Thandrapadu. Gondiparla, Dinnedevarapadu, B.Thandrapadu, Pasupula, Rudravaram, Noothanapalle, Devamada, Pudur, Gargeyapuram and Diguvapadu Villages.
144. Yemmiganur	Nandavaram, Yemmiganur and Gonegandla Mandals.
145. Mantralayam	Peda Kadubur, Mantralayam, Kosigi and Kowthalam Mandals.
146. Adoni	Adoni Mandal.
147. Alur	Devanakonda, Holagunda, Halaharvi, Alur, Aspari and Chippagiri Mandals.
	12. DISTRICT : ANANTAPUR
148. Rayadurg	D.Hirehal, Rayadurg, Kanekal, Bommanahal and Gummagatta Mandals.
149. Uravakonda	Vidapanakal, Vajrakarur, Uravakonda, Beluguppa and Kudair Mandals.
150. Guntakal	Guntakal, Gooty and Pamidi Mandals.
151. Tadpatri	Peddavadugur, Yadiki, Tadpatri and Peddapappur Mandals.
152. Singanamala (SC)	Garladinne, Singanamala, Putlur, Yellanur, Narpala and B.K. Samudram Mandals.
153. Anantapur Urban	Anantapur Mandal (Part) Anantapur (M+OG) (Part) Anantapur (M) - Ward No.1 to 28 Narayanapuram (OG) - Ward No. 29 Kakkalapalle (R) (OG) (Part) - Ward No. 30 Anantapur (R) (OG) - Ward No. 31.
154. Kalyandurg	Brahmasamudram, Kalyandurg, Settur, Kundurpi and Kambadur Mandals.
155. Raptadu	Atmakur, Raptadu, Kanaganapalli, C.K. Palli and Ramagiri Mandals, Anantapur Mandal (Part) Kodimi, Thaticherla, Somanadoddi, Rachanapalle, Sajjalakalva, Kurugunta, Gollapalle, Kamarupalle, Alamuru, Katiganikalva, Kakkalapalle (Rural), Upparapalle, Itikalapalle, Jangalapalle, Kandakur, Chiyyedu, Mannila and Papampet (CT) Villages.
156. Madakasira (SC)	Madakasira, Amarapuram, Gudibanda, Rolla and Agali Mandals.

157. Hindupur	Hindupur, Lepakshi and Chilamathur Mandals.
158. Penukonda	Parigi, Penukonda, Gorantla, Somandepalle and Roddam Mandals.
159. Puttaparthi	Nallamada, Bukkapatnam, Kothacheruvu, Puttaparthi, O. D. Cheruvu and Amadagur Mandals.
160. Dharmavaram	Dharmavaram, Bathalapalle, Tadimarri and Mudigubba Mandals.
161. Kadiri	Talupula, Nambulipulikunta, Gandlapenta, Kadiri, Nallacheruvu and Tanakal Mandals.
	13. DISTRICT : CHITTOOR
162. Thamballapalle	Mulakalacheruvu, Thamballapalle, Peddamandyam, Kurabalakota, Peddathippasamudram and B.Kothakota Mandals.
163. Pileru	Gurramkonda, Kalakada, K. V. Palle, Pileru, Kalikiri and Valmikipuram Mandals.
164. Madanapalle	Madanapalle, Nimmanapalle and Ramasamudram Mandals.
165. Punganur	Sodam, Somala, Chowdepalle, Punganur, Pulicherla and Rompicherla Mandals.
166. Chandragiri	Tirupati (Rural), Chandragiri, Pakala, Ramachandrapuram, Chinnagottigallu and Yerravaripalem Mandals. Tirupati (Urban) Mandal (Part) Konkachennaiahgunta, Mangalam and Chennayyagunta Villages.
167. Tirupati	Tirupati (Urban) Mandal (Part) Tirumala (CT) Tirupati (NMA) (CT) Akkarampalle (CT) Tirupati (M+OG) (Part).
168. Srikalahasti	Renigunta, Yerpedu, Srikalahasti and Thottambedu Mandals.
169. Satyavedu (SC)	Narayanavanam, B. N. Kandriga, Varadaiahpalem, K.V.B.Puram, Pitchatur, Satyavedu and Nagalapuram Mandals.
170. Nagari	Nindra, Vijayapuram, Nagari, Puttur and Vadamalapeta Mandals.
171. Gangadhara Nellore (SC)	Vedurukuppam, Karvetinagar, Penumuru, S. R. Puram, G.D. Nellore and Palasamudram Mandals.
172. Chittoor	Chittoor and Gudipala Mandals.
173. Puthalapattu (SC)	Puthalapattu, Irala, Thavanampalle, Bangarupalem and Yadamari Mandals.
174. Palamaner	Gangavaram, Palamaner, Baireddipalle, V. Kota and Peddapanjani Mandals.
175. Kuppam	Santipuram, Gudupalle, Kuppam and Ramakuppam Mandals.

TABLE B - PARLIAMENTARY CONSTITUENCIES

Sl. No. and Names Assembly Constituencies with numbers in Extent of Parliamentary Constituencies

1. ARAKU (ST) : 10-Palakonda (ST), 11-Kurupam (ST), 12-Parvathipuram (SC), 13-Salur (ST), 28-Araku Valley (ST), 29-Paderu (ST) and 53-Rampachodovaram (ST).

2. SRIKAKULAM : 1-Ichchapuram, 2-Palasa, 3-Tekkali, 4-Pathapatnam, 5-Srikakulam, 6-Amadalavalasa and 8-Narasannapeta.

3. VIZIANAGARAM : 7-Etcherla, 9-Rajam (SC), 14-Bobbili, 15-Cheepurupalli, 16-Gajapathinagaram, 17-Nellimarla and 18-Vizianagaram.

4. VISAKHAPATNAM : 19-Srungavarapukota, 20-Bhimli, 21-Visakhapatnam East, 22-Visakhapatnam South, 23-Visakhapatnam North, 24-Visakhapatnam West and 25-Gajuwaka.

5. ANAKAPALLE : 26-Chodavaram, 27-Madugula, 30-Anakapalle, 31-Pendurthi, 32-Yelamanchili, 33-Payakaraopet (SC) and 34-Narsipatnam.

6. KAKINADA : 35-Tuni, 36-Prathipadu, 37-Pithapuram, 38-Kakinada Rural, 39-Peddapuram, 41-Kakinada City and 52-Jaggampeta.

7. AMALAPURAM : (SC) 42-Ramachandrapuram, 43-Mummidivaram, 44-Amalapuram (SC), 45-Razole (SC), 46-Gannavaram (SC), 47-Kothapeta and 47-Mandapeta.

8. RAJAHMUNDRY : 40-Anaparthy, 49-Rajanagaram, 50-Rajahmundry City, 51-Rajahmundry Rural, 54-Kovvur (SC), 55-Nidadavole and 66-Gopalapuram (SC).

9. NARSAPURAM : 56-Achanta, 57-Palacole, 58-Narsapuram, 59-Bhimavaram, 60-Undi, 61-Tanuku and 62-Tadepalligudem.

10. ELURU : 63-Unguturu, 64-Denduluru, 65-Eluru, 67-Polavaram (ST), 68-Chintalapudi (SC), 70-Nuzvid and 73-Kaikalur.

11. MACHILIPATNAM : 71-Gannavaram, 72-Gudivada, 74-Pedana, 75-Machilipatnam, 76-Avanigadda, 77-Pamarru (SC) and 78-Penamaluru.

12. VIJAYAWADA : 69-Tiruvuru (SC), 79-Vijayawada West, 80-Vijayawada Central, 81-Vijayawada East, 82-Mylavaram, 83-Nandigama (SC) and 84-

Jaggayyapeta.

13. GUNTUR : 86-Tadikonda (SC), 87-Mangalagiri, 88-Ponnuru, 91-Tenali, 93-Prathipadu (SC), 94-Guntur West and 95-Guntur East.

14. NARASARAOPET : 85-Pedakurapadu, 96-Chilakaluripet, 97-Narasaraopet, 98-Sattenapalli, 99-Vinukonda, 100-Gurajala and 101-Macherla.

15. BAPATLA : (SC) 89-Vemuru (SC), 90-Repalle, 92-Bapatla, 104-Parchur, 105-Addanki, 106-Chirala and 107-Santhanuthalapadu (SC).

16. ONGOLE : 102-Yerragondapalem (SC), 103-Darsi, 108-Ongole, 110-Kondapi (SC), 111-Markapuram, 112-Giddalur and 113- Kanigiri.

17. NANDYAL : 134-Allagadda, 135-Srisailam, 136-Nandikotkur (SC), 138-Panyam, 139-Nandyal, 140-Banaganapalle and 141-Dhone.

18. KURNOOL : 137-Kurnool, 142-Pattikonda, 143-Kodumur (SC), 144-Yemmiganur, 145-Mantralayam, 146-Adoni and 147-Alur.

19. ANANTAPUR : 148-Rayadurg, 149-Uravakonda, 150-Guntakal, 151-Tadpatri, 152-Singanamala (SC) , 153-Anantapur Urban and 154-Kalyandurg.

20. HINDUPUR : 155-Raptadu, 156-Madakasira (SC), 157-Hindupur, 158-Penukonda, 159-Puttaparthi, 160-Dharmavaram and 161-Kadiri.

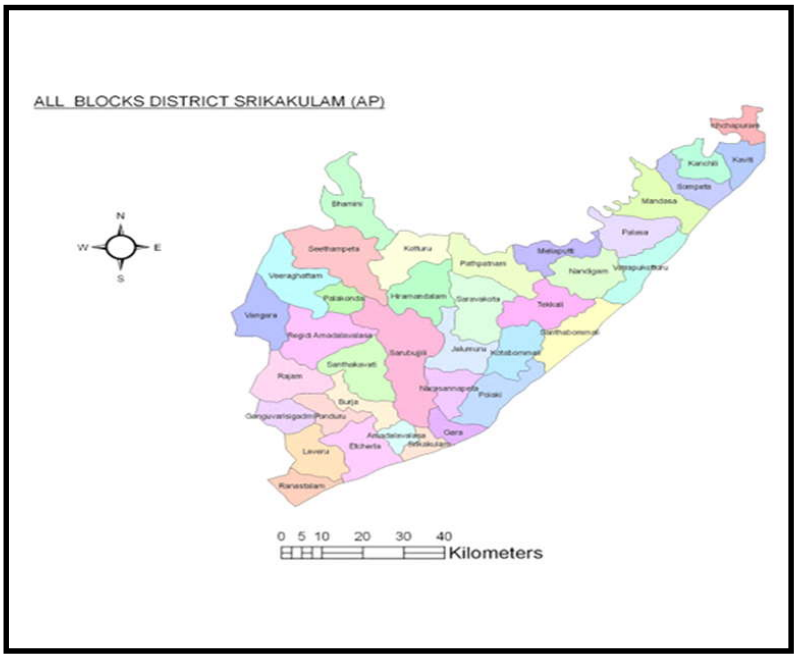
21. KADAPA : 124-Badvel (SC), 126-Kadapa, 129-Pulivendla, 130-Kamalapuram, 131-Jammalamadugu, 132-Proddatur and 133-Mydukur.

22. NELLORE : 109-Kandukur, 114-Kavali, 115-Atmakur, 116-Kovur, 117-Nellore City, 118-Nellore Rural and 123-Udayagiri.

23. TIRUPATI : (SC) 119-Sarvepalli, 120-Gudur (SC), 121-Sullurpeta (SC), 122-Venkatagiri, 167-Tirupati, 168-Srikalahasti and 169-Satyavedu (SC).

24. RAJAMPET : 125-Rajampet, 127-Kodur (SC), 128-Rayachoti, 162-Thamballapalle, 163-Pileru, 164-Madanapalle and 165-Punganur.

25. CHITTOOR : (SC) 166-Chandragiri, 170-Nagari, 171-Gangadhara Nellore (SC), 172- Chittoor, 173-Puthalapattu (SC), 174-Palamaner and 175-Kuppam.


ALL BLOCKS DISTRICT SRIKAKULAM (AP)
N
W
E
S
Bhamini
Kotturu
Pathapatnam
Meliaputti
Palasa
Mandasa
Kanchili
Kaviti
Sompeta
Nandigam
Veeraghattam
Hiramandalam
Seravakota
Tekkali
Vangara
Regidi Amadalavalasa
Sarubujjili
Jalumuru
Kotabommali
Santhabommali
Santhakavati
Rajam
Nagavarapupeta
Polaki
Burja
Ganguvarisigadam
Panduru
Amadalavalasa
Gara
Etcherla
Srikakulam
Laveru
Ranasthalam
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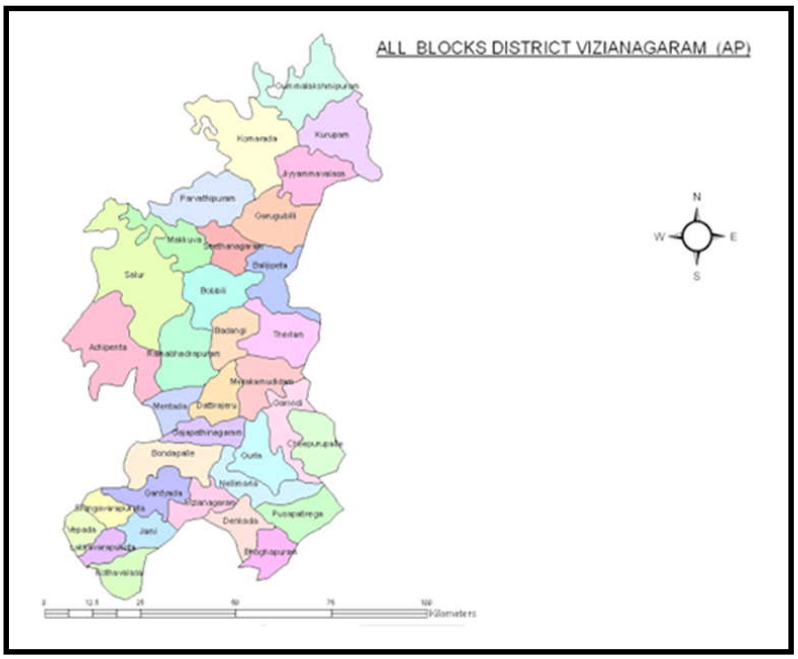
Kilometers


ALL BLOCKS DISTRICT VIZIANAGARAM (AP)
Komarada
Kurupam
Jiyyammavalasa
Parvathipuram
Gerugubilli
Makkuva
Seethanagaram
Balijipeta
Salur
Bobbili
Badangi
Therlam
Achipenta
Mentada
Dattirajeru
Gantyada
Bondapalle
Ourla
Nellimarla
Vizianagaram
Pusapatirega
Denkada
Jami
Bhogapuram
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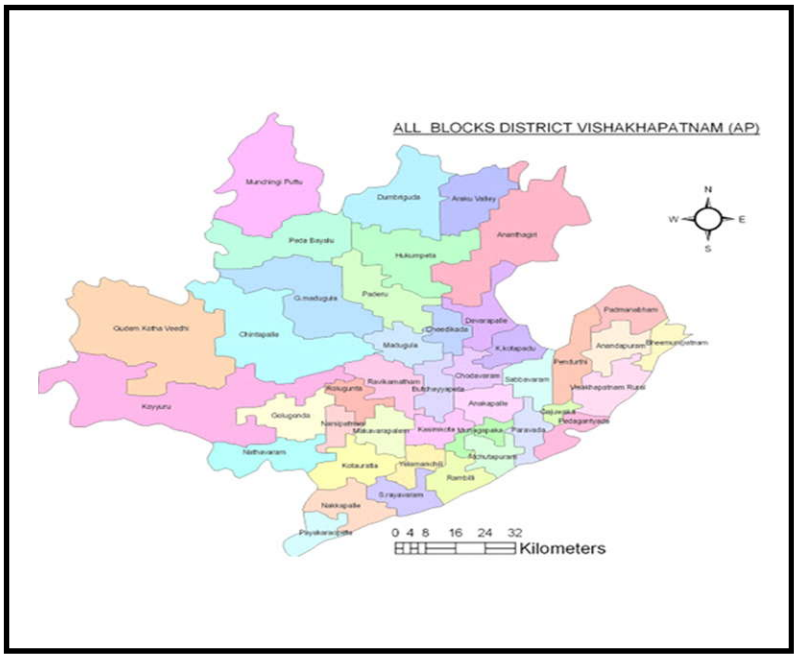
ALL BLOCKS DISTRICT VISHAKHAPATNAM (AP)
N
W
E
S
Munchingi Puttu
Dumbriguda
Araku Valley
Pedabayalu
Hukumpeta
Anantagiri
G.Madugula
Paderu
Chintapalle
Devarapalle
Cheedikada
Madugula
K.Kotapadu
Padmanabham
Anandapuram
Bheemunipatnam
Pendurthi
Chodavaram
Sabbavaram
Ravikamatham
Atchyutapuram
Rambilli
S.Rayavaram
Nakkapalle
Payakaraopeta
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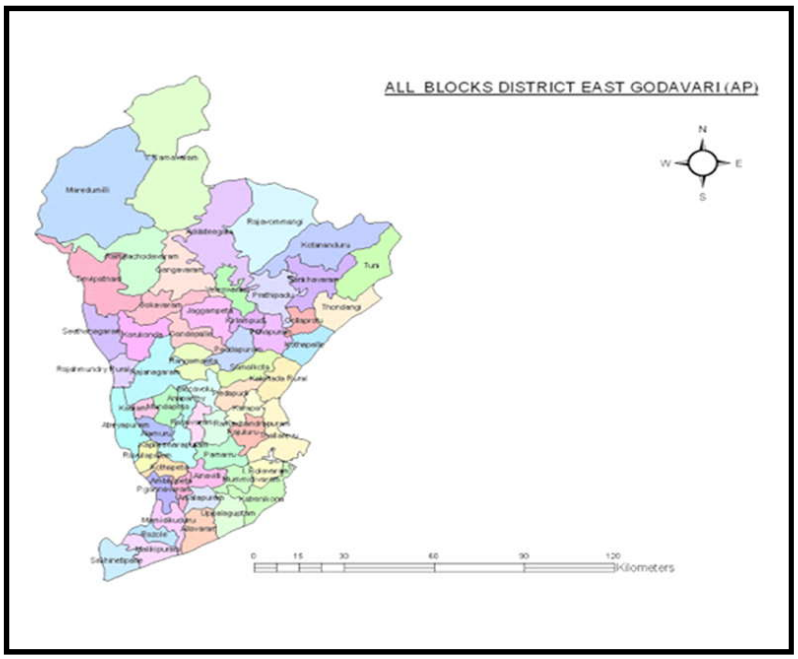
Kilometers


ALL BLOCKS DISTRICT EAST GODAVARI (AP)
N
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Maredumilli
Rajavommangi
Kotanandooru
Tuni
Thondangi
Rajahmundry Rural
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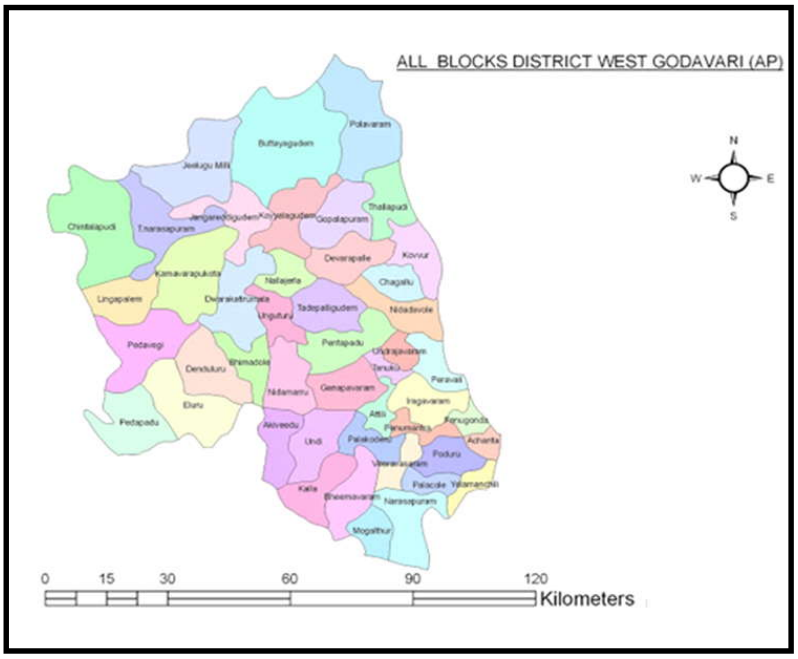
Kilometers


ALL BLOCKS DISTRICT WEST GODAVARI (AP)
N
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Polavaram
Buttayagudem
Jeelugu Milli
Chintalapudi
Tnarasapuram
Kovvur
Lingapalem
Pedavegi
Pedapadu
Eluru
Pentapadu
Undrajavaram
Penumantra
Achanta
Poduru
Palacole
Narasapuram
Mogalthur
0
15
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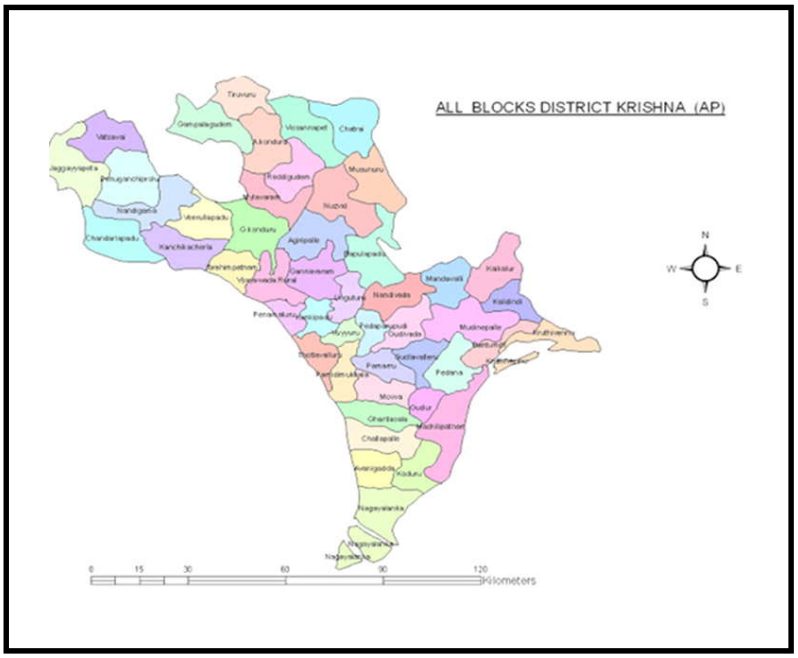
60
90
120
Kilometers


ALL BLOCKS DISTRICT KRISHNA (AP)
N
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Kalidindi
Kaikalur
Kruthivennu
Kodurru
0
15
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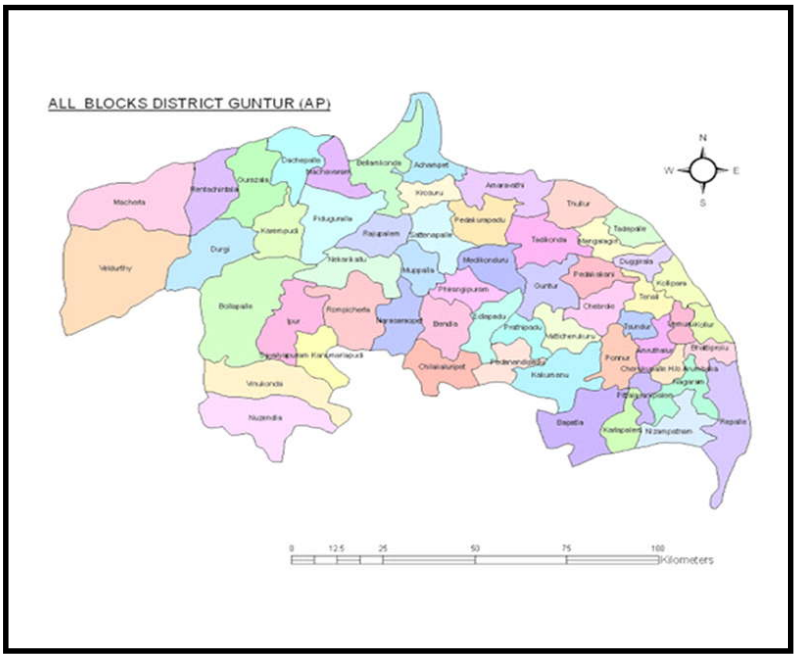
60
90
120
Kilometers


ALL BLOCKS DISTRICT GUNTUR (AP)
N
W
E
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Machavaram
Durgi
Veldurthy
Bollapalle
Vinukonda
Nuzendla
Ipur
Rompicherla
Krosuru
Medikonduru
Muppalla
Guntur
Pedakakani
Tadepalle
Tadikonda
Duggirala
Kollipara
Tenali
Chebrole
Ponnur
Bapatla
Kakumanu
Karlapalem
Nizampatnam
Repalle
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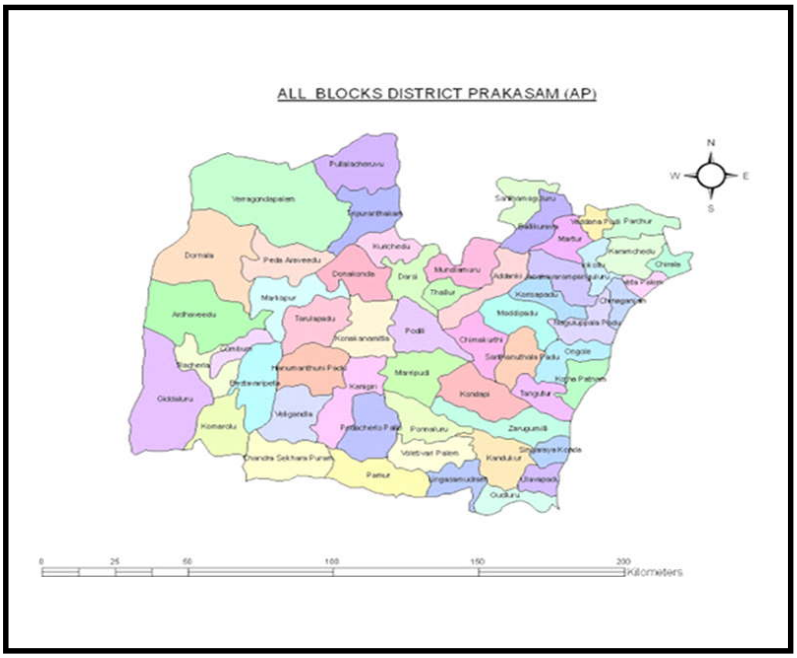
ALL BLOCKS DISTRICT PRAKASAM (AP)
N
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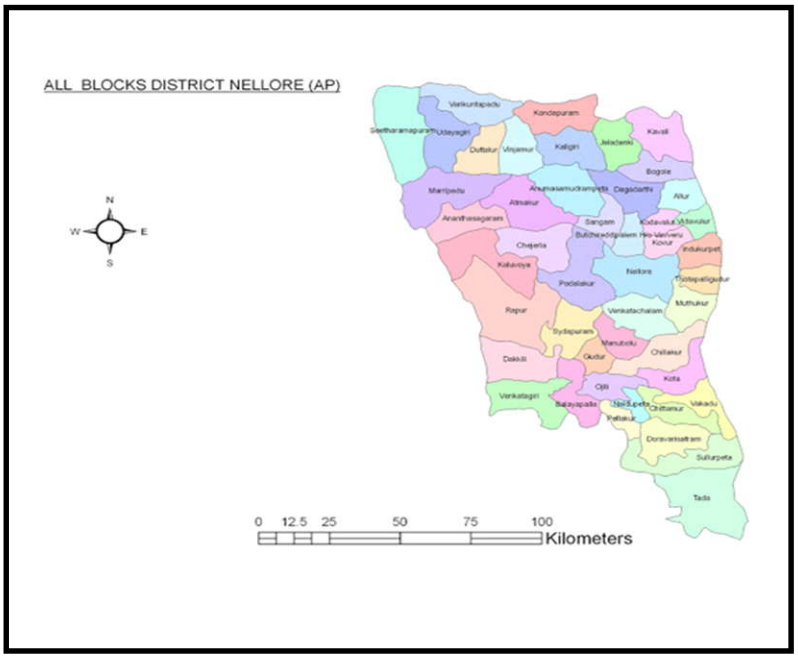
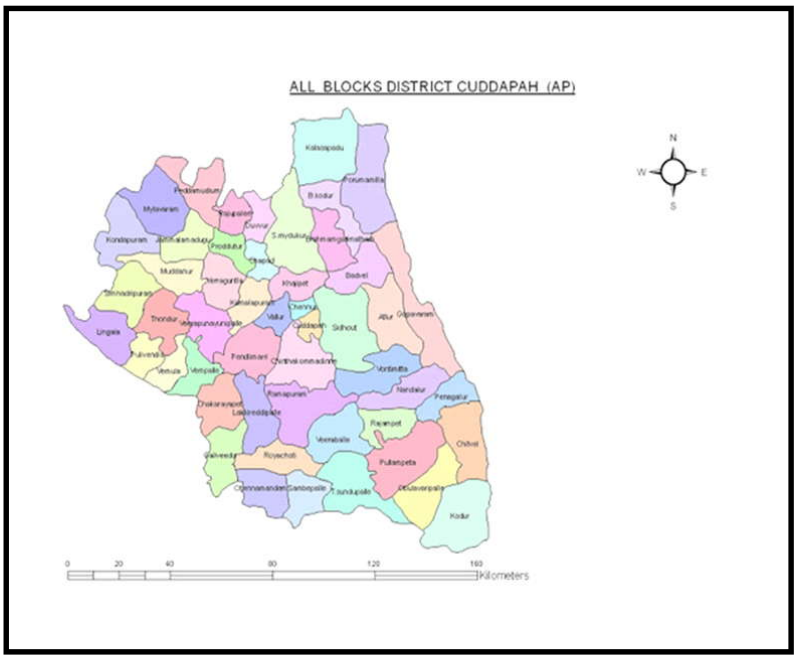
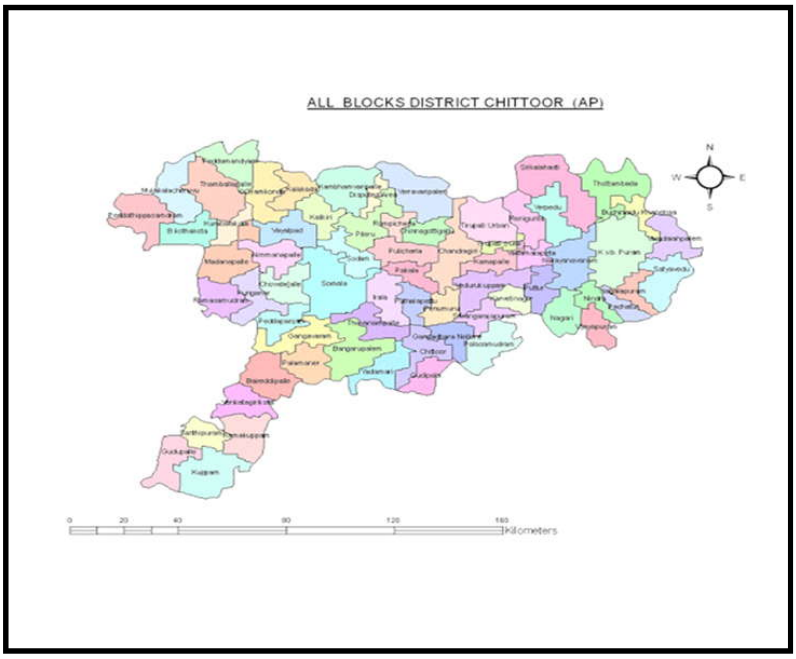
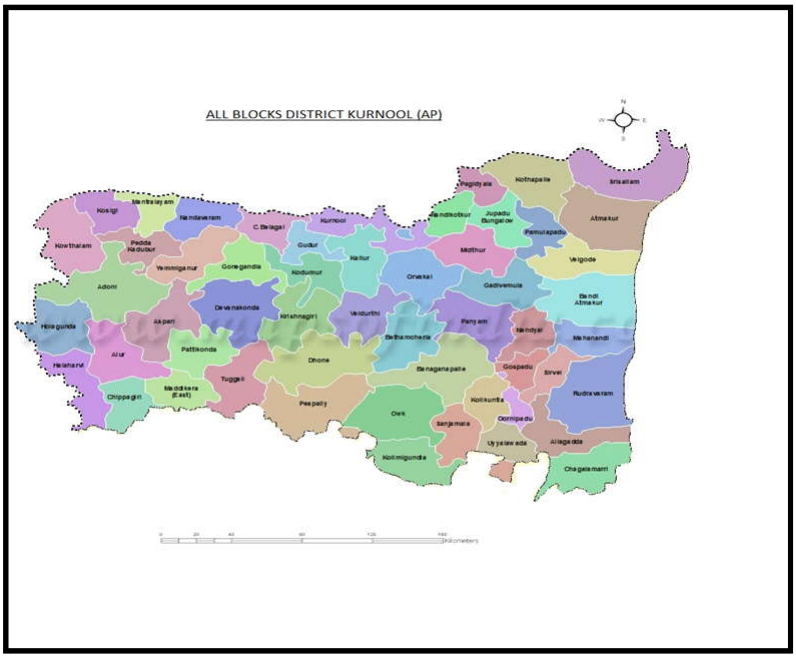
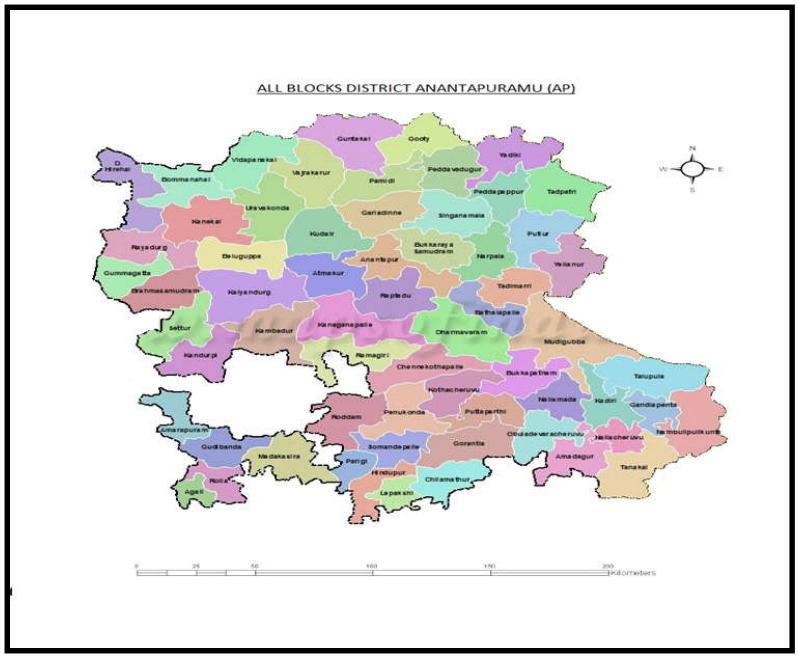
E
S
Veragandapalem
Dornala
Pedda Araveedu
Donakonda
Markapur
Ardhaveedu
Tarlupadu
Konakanamitla
Hanumanthuni Padu
Kanigiri
Vidavalur
Komarolu
Chandra Sekhara Puram
Pamur
Pullalacheruvu
Kurichedu
Darsi
Thallur
Poolla
Mantipudi
Ponnaluru
Vetapalem
Kandukur
Ongole
Tanguturu
Kondapi
Zarugumilli
Singarayakonda
Kothapatnam
Ouddluru
0 25 50 100 150 200
Kilometers


ALL BLOCKS DISTRICT NELLORE (AP)
N
W
E
S
0 12.5 25 50 75 100
Kilometers


ALL BLOCKS DISTRICT CUDDAPAH (AP)
N
W
E
S
0 20 40 80 120 160
Kilometers


ALL BLOCKS DISTRICT CHITTOOR (AP)
N
W
E
S
0
20
40
80
120
160
Kilometers


ALL BLOCKS DISTRICT KURNOOL (AP)
N
W
E
S


ALL BLOCKS DISTRICT ANANTAPURAMU (AP)
Guntakal
Gooty
Yadiki
D.Hirehal
Vidapanakal
Bommanahal
Vajrakarur
Pamidi
Peddavadugur
Peddapappur
Tadpatri
Uravakonda
Kanekal
Garladinne
Singanamala
Kudair
Putlur
Rayadurg
Bukkaraya Samudram
Narpala
Yellanur
Beluguppa
Ananthpur
Gummagatta
Atmakur
Tadimarri
Brahmasamudram
Kalyandurg
Rapthadu
Bathalapalle
Settur
Kambadur
Kanaganapalle
Dharmavaram
Mudigubba
Kundurpi
Ramagiri
Chennekothapalle
Bukkapatnam
Tarapuru
Hothacheruvu
Nallamada
Kadiri
Gandlapenta
Penukonda
Puttaparthi
Reddam
Obuladevacheruvu
Nallacheruvu
Tambulipulikunta
Amarapuram
Gudibanda
Somandepalle
Gorantla
Madakasira
Amadagur
Penugonda
Hindupur
Tanakal
Chilamathur
Roddam
Agali
Lepakshi
Kilometers